

Transient Occupancy Registration



UMC 3.12.00, UMC 17.23.1.020,
UMC 5.04.090, UMC 17.23.050

I understand, accept and acknowledge the City of Upland Municipal Code established ordinance for all property owners who rent their property in the City of Upland as a Short-Term Rental (30 days or less) are therefore required to procure the permits, approvals and licensures listed in this document before being permitted to use said property as a Short-Term Rental (STR). By completing this form, I acknowledge and agree to adhere to the Upland Municipal Code and pay all fees and taxes related to the renting of my property in the City of Upland as a Short-Term Rental property. Under penalty of perjury, I attest that the information I provide for this document is true, factual without deceit and/or fraud.

PRINT NAME

SIGN NAME

DATE

SHORT TERM RENTAL PROPERTY ADDRESS:

PROPERTY OWNER NAME (FIRST, LAST, MI) _____

PROPERTY OWNER DATE OF BIRTH _____

PROPERTY OWNER DRIVER LICENSE # _____

PROPERTY OWNER SOCIAL SECURITY NUMBER _____

PROPERTY OWNER'S RESIDENTIAL
ADDRESS _____

PROPERTY OWNER MAILING
ADDRESS _____

PROPERTY OWNER CELL PHONE NUMBER _____

PROPERTY OWNER EMAIL ADDRESS _____

A separate Transient Occupancy Tax (TOT) Registration form must be completed & submitted to Ins for each property you rent as a Short-Term Rental (STR).

Transient Occupancy Registration



The property I am renting out (collecting money for) as a Short-Term Rental is a:

- ADU
- Condo/Townhome
- Duplex
- Select Bedroom(s)
- Converted Home Space
- Single Family Residence
- Multifamily Residence

The fee amount I charge each guest for the Short-Term Rental stay is \$_____.

Are there any months, days or holidays that you charge more? Please indicate the amount here: \$_____ is charged for the month of _____, or on the holidays _____, and/or on these specific days_____.

Completion and filing of this form with the City of Upland does not permit me to rent this property as a Short-Term Rental. I understand and agree to comply with the next steps in obtaining the required business license and permits to lawfully rent my property as a Short-Term Rental.

- ❖ I agree to submit the payment for my Short-Term Rental Application (Administrative Use Permit), issued by the Planning Department (909) 931-4130. _____(initials)
- ❖ I agree to submit payment and schedule the appointment for the investigation to receive the required Certificate of Inspection (909) 931-4110 _____(initials)
- ❖ I agree to submit the required City of Upland business license application and pay the business license tax amount due. I understand I will not receive my business license until I have submitted the business license tax payment, obtained an approved AUP, zoning clearance and Certificate of Inspection _____(initials)
- ❖ I agree to submit the business license application and pay the required business license tax to receive the required business license tax certificate. _____(initials)

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