



**COMMUNITY DEVELOPMENT DEPARTMENT
SHORT-TERM RESIDENTIAL RENTAL PERMIT
APPLICATION FORM**

New Permit Fee: \$57.00
Annual Renewal Fee \$28.00

Application No. _____ **Date:** _____

TO BE FILLED OUT BY OWNER OR AUTHORIZED AGENT:

1. Owner Name of Short Term Residential Unit:
2. Residence Address:
3. Telephone No.
4. Contact Person Name or Broker of Rental Unit:
5. a. Telephone No. b. Email address:
6. City Business License No.
7. Circle one: House Rental Room Rental a. Number of rooms in rental unit: b. Number of rooms available for rent:

Short term residential rentals are regulated by Corona Municipal Code Chapter 5.55.

Pursuant to Section 5.55.070 of the Corona Municipal Code, the following operational requirements shall apply to short term residential rentals in the City of Corona.

1. The owner and, if applicable, the owner’s authorized agent shall ensure that the provisions of Chapter 3.34 regarding the collection and remittance of transient occupancy taxes are complied with for the short-term residential rental unit. A broker that collects any revenue from arranging or listing a short-term rental unit shall have primary responsibility for collecting, paying and transmitting all revenues due to the city pursuant to Chapter 3.34.

2. The owner and, if applicable, the owner’s authorized agent shall use all reasonably prudent business practices to ensure that the short-term residential rental unit is used in a manner that complies with all applicable federal, state and local laws, rules and regulations pertaining to the use and occupancy of the subject short-term residential rental unit, including, without limitation, all noise or other nuisance avoidance standards.

3. The owner and, if applicable, the owner's authorized agent shall use all reasonably prudent business practices to ensure that the short-term residential rental unit is operated, maintained and used in a manner that complies with the city's good neighbor brochure.
4. While a short-term residential rental unit is rented, at least one (1) designated local contact person shall be available twenty-four (24) hours per day, seven (7) days per week. The owner and, if applicable, the owner's authorized agent shall be responsible for making sure that at least one (1) designated local contact is available at all times and that any person who attempts to contact the designated local contacts can easily determine which designated local contact(s) are available at that time.
5. The owner and, if applicable, the owner's authorized agent shall post the name and telephone number of the designated local contact who is on-call that day on the exterior of the unit within plain and conspicuous view for the general public. The name and telephone number shall be type-written in a bold and clearly readable type font which is either at least a fourteen (14) point font or at least one-quarter (1/4) inch in height.
6. Upon oral or written notification of a violation, the owner and, if applicable, the owner's authorized agent shall ensure that a designated local contact or other authorized person responds in a timely and appropriate manner to immediately address the situation and prevent a recurrence. Failure of the owner and, if applicable, the owner's authorized agent to respond to such notifications in a timely and appropriate manner shall subject the owner to all administrative, legal and equitable remedies available to the city. For purposes of this section, a violation shall mean any condition or operation of the short-term residential rental unit or the conduct of the occupants or the invited or uninvited guests of the owner, the owner's authorized agent or the occupants of the owner's short-term residential rental unit which allegedly is causing a violation of applicable federal, state or local laws, rules and regulations pertaining to the use or occupancy of the subject short-term residential rental unit, including, without limitation, any noise or other nuisance avoidance standard.
7. In accordance with the provisions of Chapter 9.29 of the Corona Municipal Code, the owner, the owner's agent, the renter or any other person responsible for an event held at the short-term residential rental unit may be issued an administrative fine for any subsequent police response to such event.
8. Occupants of the short term residential rental unit shall not generate loud and unnecessary noises inconsistent with Chapter 9.24 of the CMC.
9. The owner and, if applicable, the owner's authorized agent shall use reasonably prudent business practices to ensure that the short-term residential rental unit is used for residential purposes only.
10. Prior to occupancy of a short-term residential rental unit, the owner and, if applicable, the owner's authorized agent shall:
 - a. Obtain the name, address and telephone number of the renter.
 - b. Provide a copy of the city's good neighbor brochure to the renter. In addition, require the renter to execute a formal acknowledgment that he or she has received the good neighbor brochure and that he or she will be responsible for compliance with the good neighbor brochure by the renter, all occupants and all invited or uninvited guests of the renter and occupants.
 - c. Require the renter to execute a formal acknowledgment that he or she is legally responsible for compliance with all applicable federal, state and local laws, rules and regulations pertaining to the use and occupancy of the short-term residential rental unit, including, without limitation, all noise or other

nuisance avoidance standards by the renter, all occupants and all invited or uninvited guests of the renter and occupants.

d. The above information shall be maintained by the owner and, if applicable, the owner's authorized agent for a period of three (3) years following the end of the rental period. Written copies of the information shall be made available upon request to any city representative for the enforcement of any provision of the municipal code or any other applicable law, rule or regulation pertaining to the use and occupancy of the short-term residential rental unit.

11. Trash and refuse shall not be left stored within public view, except in proper containers as required by this code for the purpose of collection by the city's authorized waste hauler on scheduled trash collection days.
12. On-site parking shall be allowed on approved driveway, garage, and/or carport areas only. Parking of over-sized vehicles must comply with the provisions of Section 10.20.250 of the CMC.
13. The number of occupants allowed to occupy any given short-term residential rental unit shall be limited to two people per bedroom plus one person per unit.
14. The community development director, or his/her designee, shall have the authority to impose additional conditions on the use of any given short-term residential rental unit to ensure that any potential secondary effects unique to the subject short-term residential rental unit are avoided or adequately mitigated.
15. The owner or, if applicable, the owner's authorized agent shall post the current short-term residential rental permit number for a short-term residential unit on or in any advertisement appearing in any written publication or on any website that promotes the availability or existence of the short-term residential rental unit.

The undersigned has read the above information and agrees to adhere to the city's ordinance governing short term residential rentals. Failure to comply with the city's short term residential rental ordinance could result in your permit being revoked for a short term residential rental and/or the issuance of administrative citations in accordance with Section 1.08.130 of the Corona Municipal Code.

Signature of applicant: _____ Date: _____

Approved by: _____ Issued by: _____

This permit is nontransferable and is valid as to the operation and residence for which it is issued. Pursuance to Section 5.55.060 of the Corona Municipal Code a short term residential rental permit may be revoked by the Community Development Director for noncompliance with or violation of any of the standards and criteria set forth in CMC Section 5.55.070.

Revised 1/1/19