SAN FRANCISCO
OFFICE OF SHORT-TERM RENTALS

Short-Term Rental Reporting Form

1650 Mission St.
Suite 400
San Francisco, CA
94103-2479

Reception:
415.558.6378

Website:
www.sfgov.org/OSTR

Inquiries:
415.575.9179
shorttermrentals@sfgov.org

Beginning in January 2016, all registered hosts of short-term rental units are required to submit reports of short-term rental stays in their dwelling units. The purpose of this reporting is to ensure compliance with the regulations of the Short-Term Rental Ordinance, which is Chapter 41A of the Administrative Code. Administrative Code 41A allows short-term rental of registered dwelling units for a maximum of 90 days per year "unhosted" (meaning that you are not present in the unit during your guest's stay). Please note that this reporting is distinct from the filing and payment of Transient Occupancy Tax with the Treasurer and Tax Collector's Office and is solely for the purpose of ensuring you are operating within the legal limits on the number of unhosted days you rent per year. Accurate reporting is required to ensure that your registration remains in good standing.

THIS IS THE HARD COPY FORMAT OPTION FOR REPORTING. TO FILE YOUR REPORT ONLINE GO TO: https://shorttermrentals.sfgov.org/reporting

Information to be Reported

This report will cover the three month reporting period which makes up each quarter of the calendar year. *If you received your initial registration number on or after the start of this reporting period, this report will cover the date of your initial registration, through the end of the reporting period. Your initial registration date is the date printed on your certificate.* **Please note, you must use this form or the online version for reporting. Calendar print-outs or reservation history printed directly from the hosting platform will not be accepted.**

How to Submit your Hard Copy Report

Completed reporting forms can be dropped off Monday-Friday, 8:30AM-5PM, or mailed to:
Office of Short-Term Rentals
C/O: Kevin Guy
1650 Mission Street, Suite 400
San Francisco, CA 94103

Questions?

If you have any questions regarding the reporting process, please email us at shorttermrentals@sfgov.org or leave a voicemail at (415) 575-9179. Both the email and the voicemail are constantly monitored by our staff, and we are happy to assist you.

Para makuha mo ang informacion tungkol sa noticia na ito sa tagalog, paki tawagan lang ang numero (415) 575-9010.

Para obtener más información sobre esta notificación en español, llame al siguiente teléfono (415) 575-9010.

中文詢問請電 : (415) 575-9010

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FAQ'S

DO I NEED TO REPORT MY HOSTING?

All registered hosts of short-term rentals are required to report the number and duration of stays within their permanent residence, every quarter.

HOW DO I FIND MY REGISTRATION NUMBER?

You will find your registration number on your Short-Term Residential Rental Certificate which was mailed to you after registering with the Office of Short-Term Rentals.

HOW DO I REPORT STAYS FOR INDIVIDUAL ROOM RENTALS?

If you rent out individual rooms in your permanent residence and have stays that overlap, you should report those seperate visits as one stay. Simply combine the multiple stays together, using the earliest check-in date, and the latest check-out date. For example: Bedroom 1 has a short-term stay from June 1st - June 5th. Bedroom 2 has a short-term stay from May 25th - June 3rd. You would report this as:

DATE CHECKED-IN		DATE CHECKED-OUT
05 / 25 / 2015	–	06 / 05 / 2015
Month / Day / Year		

HOW DO I CONTACT THE OFFICE OF SHORT-TERM RENTALS IF I HAVE QUESTIONS?

The Office of Short-Term Rentals is happy to assist with any questions concerning your short term rental reporting. Staff are available to help Monday - Friday, 8:30AM- 5PM by calling:
(415) 575-9179

Para makuha mo ang informacion tungkol sa noticia na ito sa tagalog, paki tawagan lang ang numero (415) 575-9010.

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PAGE ONE

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Please print all responses in blue or black ink pen.

What is your name and email address?

First Last

Email:

☐ **I would like to receive email notifications about future reporting deadlines.**

Which best describes you? **(check one)**

☐ **Permanent Resident**

☐ **Managing Agent**

What is your registration number?

STR- ☐☐☐☐☐☐☐

What is the address of the hosting property?

Street Address

Apt., Suite, Unit, etc.

San Francisco, CA

Zip Code

Please check all hosting platforms you have listed on during this reporting period. **(check all that apply)**

☐ **Airbnb** ☐ **HomeAway** ☐ **Other:**_____ ☐ **Other:**_____

☐ **VRBO** ☐ **FlipKey** ☐ **Other:**_____ ☐ **Other:**_____

I declare that all statements contained in this report are true and correct to the best of my knowledge, with full knowledge that all statements made in this report are subject to investigation, and that providing false information in this report may be grounds for suspension or subsequent revocaion of my registration.

SIGNATURE: _____ **DATE:** _____

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PAGE TWO

Please check the box for the quarter you are reporting:

(*Only check one box. If you would like to report stays for multiple quarters, please fill out seperate forms for each reporting period*).

- ☐ JANUARY 1st - MARCH 31st
- ☐ APRIL 1st - JUNE 30th
- ☐ JULY 1st - SEPTEMBER 30th
- ☐ OCTOBER 1st - DECEMBER 31st

Calendar Year of Report: 20____

If you have not hosted any short-term stays this reporting period, check the following box:

☐ I attest that I have not had any short-term stays this reporting period.

List your hosted stays below:

A hosted stay is any short-term rental that takes place while the permanent resident is on site. If you rent rooms individually to seperate guests and have stays that overlap, please see the FAQ's page for more information on how to correctly report those stays.

DATE CHECKED-IN		DATE CHECKED-OUT
/ /	–	/ /
/ /	–	/ /
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Month / Day / Year

List your un-hosted stays below:

*An un-hosted stay is any short-term rental that takes place while the permanent resident is **not** on site. If you rent rooms individually to seperate guests and have stays that overlap, please see the FAQ's page for more information on how to correctly report those stays.*

DATE CHECKED-IN		DATE CHECKED-OUT
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PAGE THREE

Please use the following pages to report all remaning stays for the designated period.

Continued hosted stays:

DATE CHECKED-IN		DATE CHECKED-OUT
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Continued un-hosted stays:

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PAGE FOUR

Please use the following pages to report all remaning stays for the designated period.

Continued hosted stays:

DATE CHECKED-IN		DATE CHECKED-OUT
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Continued un-hosted stays:

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PAGE FIVE

Please use the following pages to report all remaning stays for the designated period.

Continued hosted stays:

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PAGE SIX

Please use the following pages to report all remaning stays for the designated period.

Continued hosted stays:

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Continued un-hosted stays:

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PAGE SEVEN

Please use the following pages to report all remaning stays for the designated period.

Continued hosted stays:

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Continued un-hosted stays:

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PAGE EIGHT

Please use the following pages to report all remaning stays for the designated period.

Continued hosted stays:

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PAGE NINE

Please use the following pages to report all remaning stays for the designated period.

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PAGE TEN

Please use the following pages to report all remaning stays for the designated period.

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PAGE ELEVEN

Please use the following pages to report all remaning stays for the designated period.

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PAGE TWELVE

Please use the following pages to report all remaning stays for the designated period.

Continued hosted stays:

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PAGE THIRTEEN

Please use the following pages to report all remaning stays for the designated period.

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PAGE FOURTEEN

Please use the following pages to report all remaning stays for the designated period.

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PAGE FIFTEEN

Please use the following pages to report all remaning stays for the designated period.

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