**SHORT-TERM RENTAL PROGRAM**

The City adopted a Short-Term Rental Ordinance (Ordinance No.23-467) on February 8, 2023, requiring all short-term rental businesses to obtain a business license annually and meet certain operating requirements.

**APPLICATION SUBMITTAL**

To submit an application, property owners will be required to complete and submit the following forms/information:

* Short-Term Rental Application
* Notarized Owner’s Statement
* Code of Conduct Form (Once approved, the Code of Conduct form is required to be posted on the inside of the main entrance door or on the wall adjacent to the door.)
* Notice of Short-Term Rental (Once approved, the notice shall be posted on the outside of the main entrance door, or on the wall adjacent to the front entrance door. If the property is gated, the operator shall post the notice in a location visible to the public.)
* A basic site plan depicting the dwelling and any other structures on the property (the site plan need not be professionally prepared). If the Notice of Short-Term Rental is not posted on or adjacent to the front door, the site plan will be required to show the location of the notice.
* An inspection report from a third-party certified home inspector verifying basic health and safety features are in working order, including fire extinguishers, smoke detectors, and carbon monoxide detectors. The inspection report must also describe the number of bedrooms within the dwelling and any material defects on the property that may pose an unreasonable risk to people. An inspection report must be provided at least once every three years.
* A business license must be submitted on the City’s business license website here: <https://bl.cityah.org/>
* Transient Occupancy Tax Registration Form. Within 30 days after commencing business, each operator shall register the Short-Term Rental with the City’s finance department and obtain a “transient occupancy registration certificate” to be at all times posted in a conspicuous place on the premises. Transient occupancy tax shall be remitted to the City on a quarterly basis.

**Operating Requirements**

* Transient Occupancy Tax. The owner or operator of the short-term rental unit shall collect and remit transient occupancy tax to the City as set forth in Chapter 5 of Article VI of the Agoura Hills Municipal Code.
* Health and Safety. Fire extinguishers, smoke detectors, and carbon monoxide detectors shall be provided.
* Maximum Occupancy. Maximum occupancy shall be limited to two people more than twice the number of bedrooms, up to a maximum of 14 people.
* Minimum Age. A short-term rental shall not be rented to a person under the age of 18.
* Rental Term. Each rental term shall be no less than three consecutive nights.
* Local Contact. A local contact person shall be available at all times a guest is staying at the property to answer calls from the City’s complaint hotline and must respond to any complaint via telephone within 15 minutes. Upon receiving successive complaints or if the guest cannot be reached via telephone, the local contact person shall respond in person to the site within 30 minutes to resolve the complaint.
* Quiet Hours. Outdoor amplified noise is prohibited between 10:00 p.m. and 10:00 a.m., seven days a week. Additionally, outdoor noise generated by guests shall meet the decibel limits specified in Agoura Hills Municipal Code Section 9656.2 within the quiet hours period.
* Code of Conduct. Each guest shall be provided with a code of conduct on a form approved by the City Manager, and the code of conduct shall be posted on the inside of the main entrance door of the short-term rental unit.
* Notice of Short-Term Rental. All operators shall post a notice on the outside of the unit which has the City’s 24/7 complaint hotline number.
* Visible Address. The property address shall be visible from the street.
* Trash. Trash and refuse shall not be left stored within public view, except in proper containers for the purpose of collection on scheduled trash collection days. The owner shall provide both trash and recycling receptacles for guests.
* Parking. Permitted garages and driveways on the property shall be unobstructed and made available for guest parking. In addition, each short-term rental property shall provide a minimum number of parking spaces based on the number of bedrooms as follows:

a) 1 Bedroom Units/Studio Apartments – 1 Parking Space

b) 2-3 Bedroom Units – 2 Parking Spaces

c) 4 Bedroom Units – 3 Parking Spaces

d) 5+ Bedroom Units – 4 Parking Spaces

* Outdoor Lighting. All outdoor lighting that is not shielded and downward facing shall be turned off during the quiet hours period.
* Record Keeping. The operator shall keep and preserve all records necessary to demonstrate compliance with the Short-Term Rental Ordinance.

**Prohibitions**

* Restricted Units. A structure may not be used as a short-term rental unit if the property has a recorded covenant, deed restriction, or agreement restricting its use, including but not limited to accessory dwelling units, junior accessory dwelling units, units constructed under the provisions of Senate Bill 9, and affordability covenants.
* Permits Non-Transferrable. Only operators with a valid short-term rental business license and transient occupancy registration certificate may advertise and rent a residential unit as a short-term rental unit.
* Special Events. Special events are prohibited unless otherwise allowed under a separate temporary use permit issued by the Planning and Community Development Department.
* Number of Licenses. No person or entity may own more than one short-term rental unit within the City.
* Rental Locations. No person shall offer, facilitate an offer, or allow short-term rental of property in any location not specifically identified and approved on a short-term rental permit or in a location not approved for use as a dwelling unit including, but not limited to, any vehicle, trailer, tent, storage shed or garage.
* Eviction of Long-Term Residents. No person, including without limitation, an owner, operator (including a property manager), or a representative of the owner or operator, shall evict any tenant or otherwise terminate a lease for the purpose of converting a dwelling unit to a short-term rental.