



City of Mill Valley Planning Department

Short-Term Rental Registration Form

26 Corte Madera Ave., Mill Valley CA 94941 (415) 388.4033

Instructions:

This registration form must be submitted for all “living accommodation” business licenses (except hotels/motels/inns) that intend to provide short-term rentals to person(s) occupying space for less than 30 days. The applicant must complete the Registration Form, sign and commit to the Terms of Agreement established below, and submit the Registration Form and Fee to the City of Mill Valley Planning Department.

Registration Fee:

A short-term rental Registration Fee of \$50.00 must be submitted to the City of Mill Valley Planning Department with this Registration Form.

Required Conditions to Qualify for a Short-Term Rental:

1. Rental space must be a legally permitted space.
2. In Single-Family Residential Zoning Districts, on lots that have a secondary unit, the primary and secondary residence may not be rented out concurrently, consistent with Municipal Code Section 20.90.030(L).

Terms of Agreement:

1. A Business License, Registration Form and Registration Fee must be renewed annually.
2. A Transient Occupancy Tax Form must be submitted to the City and payment of monthly remittances, as required.
3. All short-term rental hosts shall provide a statement of the conditions which are applicable to the rental to each guest. The statement of conditions shall include:
 - a. A maximum number of persons that may occupy the unit;
 - b. A description of any available parking that is available for guests;
 - c. An emergency contact person available to receive calls from the guest(s) at any time, day or night;
 - d. Instructions for trash disposal;
 - e. Information about the Mill Valley Noise Ordinance requirements; and
 - f. Good Neighbor conduct is expected and includes limiting noise, parking with consideration for neighbors who live in the area, keeping trash in appropriate bins.
4. Review and consider providing materials available on the City’s website for guests: www.cityofmillvalley.org/rentals. (Materials include relevant City regulations such as the noise ordinance, emergency information and Chamber of Commerce visitor brochures).

Violation of Terms:

In the event the host or his/her guests violate the terms and conditions of this Short-term Rental Registration, the Business License shall not be reissued and the short-term rental shall cease for at least one year following its expiration date, unless good cause is shown that would prevent future violations, subject to the approval of the Planning Director.

REGISTRATION FORM: SHORT-TERM RENTALS

PLANNING STAFF REVIEW	
APN:	_____
Zoning:	_____
File #:	_____
Fee:	_____
Date Received:	_____

Please complete this short term rental registration form (annually):

- Project Address:** _____
Is this a renewal? Yes/No If yes, indicate any changes below and sign.
- Type of Rental Space: (Check all that apply and indicate number of units/rooms)**
 Room in Single-Family home (# of rooms: _____)
 Entire Single-family home
 2nd Unit
 Multi-family unit
- Occupancy:** Maximum number of persons to occupy the space at one time (including children) _____
- Parking:** Number of parking spaces on your property for use by guest(s) _____
- Emergency Contact Information:** Indicate a responsible person over the age of 18 below.
 Name: _____ Phone Number: _____
- Fees:** The following fees are collected annually (by July 31st of every year) in order to operate.
 Registration fee (\$50.00)
 Business license fee (\$15 per unit + \$4)

ACKNOWLEDGEMENT & AGREEMENT TO TERMS AND CONDITIONS

The applicant is responsible for the truth of all statements contained in this registration form. This form should not be signed unless the applicant has read it thoroughly and is certain of its truthfulness.

I agree to the Terms of Agreement and understand the consequences of violating these terms.	
APPLICANT	OWNER (if different than applicant)
_____	_____
APPLICANT NAME (PLEASE PRINT)	OWNER NAME (PLEASE PRINT)
_____	_____
APPLICANT SIGNATURE	OWNER SIGNATURE
_____	_____
DATE	DATE
_____	_____
MAILING ADDRESS	MAILING ADDRESS
_____	_____
PHONE	PHONE
_____	_____
E-MAIL	E-MAIL
_____	_____

SUBMIT: Please return the registration form and applicable fees to the City of Mill Valley, Planning & Building Department. For questions, contact Lisa Newman at (415) 388-4033.

You will receive confirmation from the City that your short term rental is registered. Please submit your Transient Occupancy Tax Return to the Department of Finance on a monthly basis or based on the activity of your short term rental. Checks can be made out to “City of Mill Valley”.

