Home-Sharing
Property Owner's Authorization to Conduct Home-Sharing

(Home-Sharing Ordinance, Los Angeles Municipal Code § 12.22 A.32 and § 5C.3.2)

LOS ANGELES CITY PLANNING

The purpose of this form is for a Property Owner to authorize their Tenant to conduct Home-Sharing. Please carefully review the information and instructions provided below before completing this form. Both the Tenant and Property Owner must sign page 3 acknowledging that they have reviewed the information and understand the instructions they must follow in order for this form to be complete.

Background

The Los Angeles City Council adopted Home-Sharing regulations to prevent the wholesale conversion of housing into Short-Term Rentals. The City defines a "Short-Term Rental" as a rental unit, rented in whole or in part, allowing stays of 30 consecutive days or less. For eligible properties, the Home-Sharing regulations restrict Short-Term Rentals to Home-Sharing of a Host's Primary Residence, which is defined as the dwelling where the Host lives for more than six months out of the calendar year. More information on the Home-Sharing program can be found on City Planning's website.

Home-Sharing Registration. Two types of Home-Sharing registrations are available:

- *Regular Home-Sharing Registration* – allows Hosts to utilize all or a portion of their Primary Residence for Home-Sharing for up to 120 days in a calendar year; and
- *Extended Home-Sharing Registration* – allows Hosts to utilize all or a portion of their Primary Residence for Home-Sharing for up to 365 days per calendar year. Hosts are eligible for an Extended Home-Sharing Registration only after they have been registered for at least six months or have hosted with a Regular Home-Sharing Registration for at least 60 days.

All Home-Sharing registrations are valid for 12 months.

- If Hosts wish to continue Regular Home-Sharing for another 12 months, they must renew their Home-Sharing registration ***before or after*** the expiration date listed on their registration certificate.
- If Hosts wish to continue Extended Home-Sharing for another 12 months, they must renew their Extended Home-Sharing registration ***before*** the expiration date listed on their registration certificate. If an Extended Home-Sharing Registration has expired and a Host would like to continue participating in Home-Sharing, they must submit an application for a Regular Home-Sharing renewal.

Application. To apply for a new Home-Sharing registration or to renew an existing registration, Hosts must use the Home-Sharing Application and Registration Portal (HARP).

Continue to next page for further instructions.

Home-Sharing
Property Owner's Authorization to Conduct Home-Sharing

(Home-Sharing Ordinance, Los Angeles Municipal Code § 12.22 A.32 and § 5C.3.2)

LOS ANGELES CITY PLANNING

Requirement

Property Owner's Authorization to Conduct Home-Sharing. Any Tenant that applies for a new Home-Sharing registration or to renew an existing registration must submit a completed Property Owner Authorization as part of their application. The Property Owner's Authorization form serves as evidence of the Property Owner authorizing their Tenant to conduct Home-Sharing; without this authorization, the Tenant's application for a Home-Sharing registration cannot be approved.

Ownership Verification. Only the Person or entity who is recorded as an owner in the Los Angeles County Assessor records will be considered the Property Owner of the subject property. If the person named in this document as the "Property Owner" cannot be verified as the property owner of record using records available to the City, additional documentation may be requested to clarify property ownership, including:

- a copy of a notarized and recorded grant deed or current property tax bill, if an individual owns the property;
- a copy of the signed and notarized trust agreement indicating you are the sole or managing trustee of the property-owning trust agreement, if a trust owns the property; or
- a copy of the most recent business entity filing registered with the California Secretary of State (e.g., SI-550, LLC-12, etc.) indicating you are the owner, if an LLC, LP, Corporation, or other business entity owns the property.

Instructions

All sections of the Property Owner Authorization must be completed in their entirety. The Tenant's application for a Home-Sharing registration will be rejected if any section of this form is not completed correctly. Both the Tenant and Property Owner must sign pages 3 and 4 acknowledging that they have reviewed the information provided and understand the instructions they must follow in order for this form to be complete.

Tenant Instructions

Complete. If you are a Tenant and are applying for a new Home-Sharing registration or to renew an existing registration, you must submit a completed Property Owner Authorization as part of your application. As the Tenant, you must complete the following sections on page 4:

- *Tenant Information* – you must provide your full legal name in addition to your email address, phone number, signature, and date. Please note we can only accept a wet or hand-drawn signature; as such, we cannot accept signatures that are font-based (e.g. typed) or digital certificate-based (e.g. "DocuSign").
- *Home-Sharing Property Information* – you must provide the address and unit number (if applicable) of the dwelling unit where Home-Sharing will take place.
- *Home-Sharing Registration Type* – you must indicate the registration type for which you are applying.

You must then present the Property Owner Authorization to your Property Owner for them to complete the remainder of the form.

Submit. Once the entire Property Owner Authorization has been completed – your portion by you and the Property Owner's portion by the Property Owner – you must submit all pages as a part of your application for a Home-Sharing registration; this will provide evidence that your Property Owner authorizes you to conduct Home-Sharing at their property. You must provide a new Property Owner Authorization if you are applying for a new Home-Sharing registration or to renew an existing registration. **The Property Owner Authorization must be submitted as a part of a complete Home-Sharing application within 30 days of the notarization date.**

Home-Sharing
Property Owner's Authorization to Conduct Home-Sharing

(Home-Sharing Ordinance, Los Angeles Municipal Code § 12.22 A.32 and § 5C.3.2)

LOS ANGELES CITY PLANNING

Property Owner Instructions

Authorize and Notarize. If your Tenant wishes to conduct Home-Sharing on property you own, they must submit a completed Property Owner Authorization, as part of their application for a Home-Sharing registration, as proof that you authorize your Tenant to conduct Home-Sharing registration at your property; otherwise, their application cannot be approved. As the Property Owner, if you wish to allow your Tenant to conduct Home-Sharing on your property, you must complete the following sections on page 5:

- *Property Owner Information* – you must provide your full legal name in addition to your mailing address, email address, phone number, signature (notarized), and date. If utilizing a Doing Business As (DBA) designation, Los Angeles County Assessor Records must reflect the Property Owner and DBA. In all areas where the Property Owner Name or Signature is requested on this form, please sign using the property owner name and DBA name. Please note we can only accept a wet or hand-drawn signature; as such, we cannot accept signatures that are font-based (e.g. typed) or digital certificate-based (e.g. "DocuSign").
- *Property Owner Acknowledgements* – you must agree to and initial each acknowledgement.

You must have a notary public complete page 6 and have your signature notarized for this form to be considered complete. Please return the completed Property Owner Authorization to your Tenant so they can include it in their Home-Sharing registration application. Please note all signatures provided must be a wet or hand-drawn signature; as such, we cannot accept signatures that are font-based (e.g. typed) or digital certificate-based (e.g. "DocuSign").

Property Owner's Revocation of Previous Authorization. If you are the Property Owner and would like to revoke your authorization for your Tenant to conduct Home-Sharing at your property, you must complete and submit the Property Owner's Revocation of Previous Authorization to Conduct Home-Sharing form. You can obtain this form by visiting the Home-Sharing webpage.

Property Owner's Proactive Prohibition of Home-Sharing. Property Owners are not required to allow their Tenants to conduct Home-Sharing. Property Owners may proactively prohibit their Tenants from obtaining a Home-Sharing registration by submitting the Property Owner's Proactive Prohibition form to the Home-Sharing Application and Registration Portal (HARP). You can obtain this form by visiting the Home-Sharing webpage.

Confirm Review

By signing below, both the Tenant and Property Owner confirm they have reviewed the Property Owner Authorization form in its entirety and understand that if any section of the form is not completed correctly, the Tenant's application for a Home-Sharing registration will be rejected. Please note we can only accept a wet or hand-drawn signature; as such, we cannot accept signatures that are font-based (e.g. typed) or digital certificate-based (e.g. "DocuSign").

Tenant Signature	**Date**
Property Owner Signature	**Date**

Home-Sharing
Property Owner's Authorization to Conduct Home-Sharing

(Home-Sharing Ordinance, Los Angeles Municipal Code § 12.22 A.32 and § 5C.3.2)

LOS ANGELES CITY PLANNING

The Tenant Must Complete this Page

Please review the information and instructions provided on pages 1-3 before completing this page. Please note we can only accept a wet or hand-drawn signature; as such, we cannot accept signatures that are font-based (e.g. typed) or digital certificate-based (e.g. "DocuSign").

By my signature below, I declare under penalty of perjury, under the laws of the State of California, that all statements contained in this document are true and correct, with full knowledge that all statements made in this document are subject to investigation and that any false or dishonest information may be grounds for denial or revocation of license or permit.

Tenant Information

Name

Email | Phone Number

Signature | Date

Home-Sharing Property Information (for the dwelling unit where Home-Sharing will take place)

Address

Unit Number

Home-Sharing Registration Type (please select one)

Regular Home-Sharing registration (120 days)

☐ New

☐ Renewal

Extended Home-Sharing registration (365 days)

☐ New

☐ Renewal

Tenant Acknowledgements

_____ *(Initial)*

I understand that I must comply with all provisions of the Home-Sharing Ordinance (Los Angeles Municipal Code § 12.22 A.32 and § 5C.3.2) and Administrative Guidelines.

_____ *(Initial)*

I may be subject to enforcement including any criminal, civil, or other legal remedy established by law I fails to abide by all applicable laws, regulations, and guidelines regarding Home-Sharing.

_____ *(Initial)*

I have been notified by the Property Owner of any open, pending, or closed Citation(s) issued to a Tenant or Host, registered dwelling unit, and/or the property that is proposed for Home-Sharing.

_____ *(Initial)*

I understand that any open, pending, or closed Citation(s) issued to a Tenant or Host, registered dwelling unit and/or for the property may impact application processing.

Home-Sharing
Property Owner's Authorization to Conduct Home-Sharing

(Home-Sharing Ordinance, Los Angeles Municipal Code § 12.22 A.32 and § 5C.3.2)

LOS ANGELES CITY PLANNING

The Property Owner Must Complete this Page

Please review the information and instructions provided on pages 1-3 before completing this page. The Property Owner must have a notary public complete page 6 and have their signature notarized for this form to be considered complete. Please note we can only accept a wet or hand-drawn signature; as such, we cannot accept signatures that are font-based (e.g. typed) or digital certificate-based (e.g. "DocuSign").

By my signature below, I declare under penalty of perjury, under the laws of the State of California, that all statements contained in this document are true and correct, with full knowledge that all statements made in this document are subject to investigation. Any false or dishonest information may be grounds for denial or revocation of an application/registration.

Property Owner Information (Property Owner signature must be notarized)

Name	
Mailing Address	
Email	Phone Number
Signature	Date

Property Owner Acknowledgements

_____ *(Initial)*

I am the Property Owner of the subject property identified on page 4.

_____ *(Initial)*

The subject property is my Tenant's primary residence (where the Tenant lives for more than six months per calendar year).

_____ *(Initial)*

I **authorize** my Tenant residing in the subject property to conduct Home-Sharing on my property, in accordance with the City's Home-Sharing regulations (LAMC § 12.22.A.32(c)(2)(ii)(a) and § 5C.3.2.D.2.a).

_____ *(Initial)*

I understand the Home-Sharing registration type that my Tenant is applying for, as indicated on page 4 of this document.

_____ *(Initial)*

The subject property is not subject to any affordable housing covenants or income restrictions under City, state, or federal law as determined by the Los Angeles Housing Department (LAHD), including the Rent Stabilization Ordinance (RSO) or an Ellis Act removal within the last five years. Please visit the LAHD website for more information.

_____ *(Initial)*

The subject property, registered dwelling unit and/or Tenant or Host is not subject to any open or pending Citation(s) from any City enforcement agencies, including from any City enforcement agencies, including the Los Angeles Housing Department (LAHD), the Department of Building and Safety (LADBS), the Police Department (LAPD), the Fire Department (LAFD), or the Bureau of Street Services (BOSS).

_____ *(Initial)*

I have notified my Tenant of any open, pending, or closed Citation(s) issued to a Host, registered dwelling unit or the property that is proposed for Home-Sharing.

_____ *(Initial)*

I may be subject to enforcement including any criminal, civil, or other legal remedy established by laws if Tenant fails to abide by all applicable laws, regulations, and guidelines regarding Home-Sharing.

_____ *(Initial)*

I understand that I must comply with all provisions of the Home-Sharing Ordinance and Administrative Guidelines.

_____ *(Initial)*

Home-Sharing

Property Owner's Authorization to Conduct Home-Sharing

(Home-Sharing Ordinance, Los Angeles Municipal Code § 12.22 A.32 and § 5C.3.2)

LOS ANGELES CITY PLANNING

CALIFORNIA ALL-PURPOSE ACKNOWLEDGEMENT **CIVIL CODE § 1189**

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of _____

(Insert State Name)

County of _____

(Insert County Name)

On _____ before me, _____ ,

(Insert Date) (Insert Name of Notary Public and Title)

personally appeared _____,

(Insert Name(s) of Signer(s))

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under penalty of perjury under the laws of the state where this was signed,

_____ , that the foregoing paragraph is true and correct.

(Insert State Name)

WITNESS my hand and official seal.

_____ (Seal)

Signature

Description of Attached Document

(Optional - to be completed by notary public)

Title or Type of Document: _____

(Insert Title or Type of Document)

Document Date: _____ Number of Pages: _____

(Insert Document Date) (Insert Number of Pages)

Signer(s) Other Than Named Above: _____

(Insert Name(s) of Other Signer(s))