

Home-Sharing

Glossary of Terms



Accessory Dwelling Unit (ADU)

A secondary residential dwelling unit located on the same lot as a main residence that provides independent living facilities, including permanent provisions for living, sleeping, cooking, and sanitation. For the purposes of Home-Sharing, an ADU is valid if it has been issued a Certificate of Occupancy identifying the structure as an ADU issued by the Los Angeles Department of Building & Safety (LADBS). For more information, visit the [LADBS ADU webpage](#).

Accessory Use

As defined in Los Angeles Municipal Code (LAMC) Section 12.03, a use which is customarily incidental to that of the main building or the main use of the land and which is located in the same zone or a less restrictive zone and on the same lot with a main building or main use.

Active Registration

The property has successfully registered for Home-Sharing and has a valid Home-Sharing certificate. Properties must have an active registration to rent their property on a short-term basis.

Administrative Guidelines

The Home-Sharing Administrative Guidelines, issued by Los Angeles City Planning, provide instructions for complying with the Home-Sharing Ordinance (Ordinance No. 185,931). They outline eligibility requirements, application procedures, recordkeeping, and enforcement guidelines for hosts, property owners, and hosting platforms. Compliance with these guidelines is mandatory. City Planning may update these guidelines periodically. Please refer to the Home-Sharing Ordinance for full details.

Applicant

A person submitting a Home-Sharing application to the City to register their primary residence for rental on a short-term basis.

Assessor Parcel Number (APN)

An APN is a unique code assigned by a local tax assessor's office to every piece of real property for tax assessment and record keeping purposes. It is used to identify a specific parcel of land for tracking ownership, property taxes, and other administrative tasks like zoning and land use planning. You can find an APN on your deed, title report, property tax bill, deed, mortgage documents or by using your local county assessor's online search tool.

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Building Permit

A legal document that provides a permanent construction record to certify a building project met the current building code requirements and, when necessary, conformed to approved plans and specifications. Permits also form a record of completed inspections and final approval. Some minor home improvement projects may not require a permit. Building plans shall be filed and approved by LADBS (as a Building Plan Check) before any permit is issued for the following:

- New building or structure
- Addition to building
- Structural alteration to building or structure
- Interior modification and change of floor plan
- Change of use and/or occupancy
- Parking layout change
- Use-of-land, such as recycling deposit center, open air storage, outdoor temporary events
- Signs and sign structures
- Fences, retaining walls and shoring plans

Business Tax Registration Certificate (BTRC)

All individuals or entities conducting business activities, including Home-Sharing, within the City of Los Angeles are required to obtain a BTRC from the Office of Finance. To register, please visit the [Office of Finance's website](#).

Booking Limit

The maximum number of days a Host can engage in Home-Sharing within a calendar year (January 1 - December 31).

Calendar Year

The 12-month period from January 1 through December 31.

Certificate of Occupancy

A legal document issued by LADBS certifying that a building is safe to be occupied and meets all construction and zoning codes for its intended use.

Citation

Includes any enforcement citation, order, ticket or similar notice of violation, relating to the condition of or activities at a Person's Primary Residence or property, issued by any City enforcement agency. Enforcement agencies include LADBS, the Los Angeles Housing Department (LAHD), Bureau of Street Services (StreetsLA), Los Angeles Police Department (LAPD), or Los Angeles Fire Department (LAFD), including an Administrative Citation issued pursuant to Article 1.2 of the Los Angeles Municipal Code.

Declaration

A statement or affirmation made under penalty of perjury, including those that are electronically signed (e-signed).

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Denied Application	An application that has been reviewed by staff and has been denied (corrections cannot be made) or is past the 45-day window to make corrections. If an applicant still wishes to participate in Home-Sharing after an application has been denied, they must submit a new application and pay any applicable costs and fees again. There are no appeals of denied applications.
Discretionary Review	Pursuant to LAMC Section 12.22 A.32.h(1)(ii), a discretionary review of an application for an Extended Home-Sharing (EHS) Registration is required if two or more citations have been issued to the Host, registered dwelling unit, and/or the property within the prior three years.
Ellis Act	The Ellis Act is a provision in California Law (Government Code section 7060-7060.7) that provides landlords in California with a legal way to leave the rental market business. For more information about the Ellis Act, please refer to the LAHD website . Home-Sharing is not allowed on a property that was subject to an Ellis Act removal within the last five (5) years. You may refer to the "Housing" tab on Zone Information and Map Access System (ZIMAS) to determine the status of your property.
Expired Registration	A registration that has expired as indicated by the expiration date found on the Home-Sharing certificate. If an applicant still wishes to participate in Home-Sharing after a registration has expired, they must submit a new renewal application and pay any applicable costs and fees again.
Extended Home-Sharing (EHS) Registration	Home-Sharing that is permitted for more than 120 days in a calendar year.
Home-Sharing	Home-Sharing is an accessory use of a Host's Primary Residence for a set number of days in a calendar year for the purpose of providing Short-Term Rental in compliance with the registration and other requirements of LAMC Section 12.22 A.32.
Home-Sharing Application	To register for Home-Sharing, an applicant shall file an application with City Planning in a manner provided by the Department, and shall include: information needed to verify the Host's identification and Primary Residence, identification of a local responsible contact person, a list of all Hosting Platforms to be used, whether Home-Sharing is for an entire dwelling unit or a portion thereof; and any other information required by the instructions on the application and/or by the guidelines promulgated by the Director of Planning.
Home-Sharing Application and Registration Portal (HARP)	A centralized web-based portal used for the filing of Home-Sharing Registration applications or renewals, and the payment of applicable filing fees.
Home-Sharing Guest Code of Conduct	A Department-issued document, provided by Hosts to all Home-Sharing guests, that includes the relevant provisions of LAMC Section 12.22 A.32 and other information necessary to address behavioral, safety, security, and other matters.

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Home-Sharing Ordinance (HSO)

The Los Angeles City Council enacted the Home-Sharing Ordinance (HSO) in December 2018 and became effective on July 1, 2019. The HSO aims to regulate Short-Term Rental (STR) activity and provide residents with an opportunity to supplement their income and share their homes with visitors while preserving the City's housing stock and preventing wholesale housing conversion into STRs.

Home-Sharing Records

If a Host is applying for the renewal of a Home-Sharing registration, they must complete a Home-Sharing Records Worksheet showing all bookings made during the registration year. For renewals, a Home-Sharing Records Worksheet is not required for any listing on a hosting platform with a valid Platform Agreement with the City.

Alternatively, if a Host is applying for a new Extended Home-Sharing registration and has not maintained their Home-Sharing Registration for a period of at least six months, they must complete a Home-Sharing Records Worksheet showing they have hosted at least 60 days of Short-Term Rental stays during a Valid Home-Sharing Registration period.

Home-Sharing Records Portal

The Los Angeles Home-Sharing Records Portal allows constituents to see whether a property is registered for Home-Sharing and if a Home-Sharing citation has been issued to the property. Please visit the [Home-Sharing Program webpage](#) for the Home-Sharing Records Portal.

Home-Sharing Registration

Allows the accessory use of a Host's Primary Residence as a Short-Term Rental. There are two types of Home-Sharing Registrations: Regular and Extended.

Home-Sharing Registration Certificate

A document issued by Los Angeles City Planning upon approval of a Home-Sharing Registration application that contains a Home-Sharing Registration Number, the Host's Name, the property address for which the Home-Sharing Registration Certificate applies to, an issuance date, and expiration date.

Home-Sharing Registration Number

A unique identification number provided by the City that is associated with a Home-Sharing Registration. This number may be used only by the authorized Host for their verified, registered Primary Residence.

Host

An individual who is registered for Home-Sharing with the Department.

Hosting Platform

A person or organization that participates in the Short-Term Rental business by collecting or receiving a fee, directly or indirectly, for completing a Short-Term Rental Booking Service transaction.

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Housing Restriction

Dwelling units subject to the Rent Stabilization Ordinance (RSO), an Affordability Covenant, or Low-Income restrictions are not eligible for Home-Sharing. The status of a property may be reviewed under the "Housing" tab on [ZIMAS](#). Because ZIMAS may not reflect the status of individual dwelling units, applicants may be required to obtain a Letter of Determination (LOD) from the LAHD. The LAHD RSO Determinations Unit may be reached at (213) 928-9075 for this request. Additional information on rent control and related restrictions is available on the LAHD website. Owner-occupied units may be exempt from certain LAHD requirements and fees. However, they may still be subject to the RSO and to the restrictions of the Home-Sharing Ordinance.

Inactive Registration

A registration that is no longer active or valid.

Letter of Determination (LOD)

Official letter from LAHD that determines the subjectability of the Rent Stabilization Ordinance (RSO) on all units on a given property.

List

To place a Listing for a Short-Term Rental or other overnight rented stay located on a Hosting Platform or other online platform(s), or in print, including the URL, physical address, or other attributes.

Listing(s)

A webpage or advertisement (online or otherwise) for a Short-Term Rental or other overnight rented stays (including stays located at Hotels, Motels, Transient Occupancy Residential Structures, and Bed and Breakfasts) as well as Rental Units available for stays of more than 30 consecutive nights) located on a Hosting Platform or other online platform(s), including the URL, metadata and other attributes.

Ministerial Review

A planning approval process in which a registration is granted based solely on objective, pre-established standards. If an application meets all requirements, the reviewing agency must approve it without discretion.

Non-Compliant Short-Term Rental Listing

A listing is non-compliant if it is advertising a short-term rental and does not display a valid registration number, displays an invalid exemption, is displaying an invalid registration number, falsifying their location (i.e. claiming to be in Glendale but property is actually located in the City of Los Angeles) or violating a different prohibition set out by the Home-Sharing Ordinance.

Pending Application

An application that is currently pending staff review. Applications may not be approved upon initial review and may require corrections.

Per-Night Fee (PNF)

The per-night fee is intended to offset the cost of implementing, maintaining, and enforcing the Home-Sharing program. Beginning Dec. 1, 2020, all booked nights in a given month are subject to the per-night fee, which is in addition to the Home-Sharing registration fee and Transient Occupancy Taxes.

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Person	Shall have the same meaning as that term is defined in LAMC Section 21.7.2.
Platform Agreement	A signed agreement between a Home-Sharing Hosting Platform (Platform) and the City, which, among other things, provides that the Platform will collect and submit the Transient Occupancy Tax to the City on behalf of Hosts and Persons listed for Short Term Rentals.
Primary Residence	The sole residence where the Host lives for more than six months of the calendar year and from which the Host conducts Home-Sharing. The residence must be a valid physical address where Home-Sharing takes place and must have a Certificate of Occupancy authorizing residential use. If there are multiple dwelling units on a property, the primary residence is the unit in which the Host resides for more than six months during the year. For example, if a Host owns a duplex and lives in one of the units, their primary residence is the specific unit in which they live. The second unit is not the Host's primary residence, even if they own it. Proof of primary residence must be provided at application submission.
Property Owner	For the purposes of Home-Sharing, Property Owner will be defined as the person or entity who is recorded as an owner in the Los Angeles County Assessor records.
Property Owner's Authorization to Conduct Home-Sharing Affidavit	A document specific to City Planning that a tenant must provide in their application showing that the legal property owner approves of their tenant's participation in Home-Sharing at the property in question. Must contain the Property Owner's notarized signature.
Property Owner's Proactive Prohibition	The purpose of this form is to allow a Property Owner to proactively prohibit their tenants from obtaining a Home-Sharing registration for an identified property.
Property Owner's Revocation of Previous Authorization to Conduct Home-Sharing	The purpose of this form is to allow a Property Owner, who previously authorized their tenant to conduct Home-Sharing at the identified property, to revoke that authorization.
Property Owner's Revocation of Previous Proactive Prohibition	The purpose of this form is to allow a Property Owner, who previously prohibited their tenants from obtaining a Home-Sharing registration for an identified property, to revoke that proactive prohibition.
Regular Home-Sharing (RHS) Registration	Allows registered Hosts to Home-Share their Primary Residence for up to 120 days in a calendar year.
Rejected Application	An application has been reviewed by staff and has been rejected (corrections can be made). Applicants have 45-days from the date the application was originally rejected to make corrections.

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Renewal

A registration may be renewed annually by filing an application for renewal using the online [Home-Sharing Application and Registration Portal](#) (HARP).

- Regular Home-Sharing Renewal: Applicants may apply for a renewal 60 days before the expiration of a registration number and anytime after.
- Extended Home-Sharing Renewal: Applicants may apply for a renewal 60 days before the expiration of a registration number, but not after.

Applicants must meet the application and eligibility requirements and additional renewal requirements.

Rent Stabilization Ordinance (RSO)

Properties subject to the RSO are not eligible for Home-Sharing. Generally speaking, the RSO regulates rent and evictions and typically applies to rental units if the property was built on or before Oct. 1, 1978. Newly constructed units that replaced demolished RSO rental units may also be subject to the RSO. For more information about the RSO, please refer to the [LAHD website](#).

You may contact the LAHD RSO Determinations Unit at (213) 928-9075 and ask for a Letter of Determination (LOD) detailing the RSO status of your property.

Revocation

A Home-Sharing registration may be revoked, if a Host receives the required number of citations. If a Host receives a revocation, the Home-Sharing registration is terminated for one year, beginning on the effective date of the Notice of Intent to Revoke. During this period, the Host is not authorized to operate a Short-Term Rental and must reapply once the revocation period ends.

In order for a RHS registration to be revoked the Host must receive:

- Three citations issued within a registration year (as measured from the day the registration number for the particular rental unit was issued or renewed) will result in revocation of a registration.

In order for an EHS registration to be revoked the Host must receive:

- Two citations within the Host's registration year (as measured from the day the registration number for the particular rental unit was issued or renewed) result in the revocation of their registration.

Short-Term Rental (STR)

A rental unit, rented in whole or in part, to any person(s) for transient use of 30 consecutive days or less. Only Short-Term Rentals are subject to the provisions of the Home-Sharing Ordinance and must have a valid Home-Sharing Registration in order to conduct Home-Sharing. Rental units within City-approved Hotels, Motels, Transient Occupancy Residential Structures and Bed and Breakfasts shall not be considered a Short-Term Rental.

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Suspension

A Home-Sharing registration may be suspended, if a Host receives the required number of Citations. Hosts that receive a suspended registration may not operate the Short-Term Rental until the suspension is lifted.

In order for a RHS registration to be suspended, the Host must receive:

Two Citations issued within a registration year (as measured from the day the registration number for the particular rental unit was issued or renewed) will result in a 30-day suspension of a registration, or until all outstanding citations are resolved, whichever period is longer.

Tenant

For the purposes of Home-Sharing, Tenant will be defined as the Person who is not the Property Owner of the proposed Home-Sharing unit.

Transient Occupancy Tax (TOT)

A tax that property owners engaged in Short-Term Rental activity must pay. Please visit the [Office of Finance website](#) for more information about the TOT. If you have any questions regarding the TOT, please contact the [Office of Finance](#).

Unregistered Short-Term Rental

A short-term rental without a valid Home-Sharing Registration number. To report an unregistered Short-Term Rental, please complete an Unregistered Short-Term Rental Report. This form is only to report Short-Term Rentals without a valid Home-Sharing registration number. Please refer to the Home-Sharing Public Records Portal if you are unsure if a Short-Term rental is unregistered.

Valid

As it pertains to Home-Sharing Registration Numbers, valid means a unique identification number provided by the City that is associated with an active Home-Sharing Registration.

Zone Information and Map Access System (ZIMAS)

The Zone Information and Map Access System (ZIMAS) is a web-based mapping tool that provides zoning information for properties located in Los Angeles. ZIMAS was developed by City Planning to assist residents and businesses in making better informed land use decisions. The online mapping system is used to look up property information, ranging from a parcel's land use and zoning designations to its planning application and building permit history.
