

HOME-SHARING ADMINISTRATIVE GUIDELINES

Ordinance No. 185,931



**Department of City Planning
City of Los Angeles**

Issued on July 14, 2026

**IMPLEMENTING LOS ANGELES MUNICIPAL CODE (LAMC) CHAPTER
1, SECTION 12.22 A.32 AND CHAPTER 1A, SECTION 5C.3.2**

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**For additional information please contact:
Home-Sharing Unit
Department of City Planning**

planning.home-sharing@lacity.org
planning.lacity.gov/project-review/home-sharing



I. INTENT, SCOPE, AND PURPOSE

1) Intent of the Home-Sharing Ordinance

The Home-Sharing Ordinance is administered through these Administrative Guidelines to maintain consistency with the original intent the City Council adopted in the Home-Sharing Ordinance. The intent of the Home-Sharing Ordinance is to do the following:

- Prevent the large-scale conversion and further conversion of long-term housing units into Short-Term Rentals that reduce the City's housing stock and the availability of affordable housing,
- Prevent negative impacts on the residential character of surrounding neighborhoods and increased nuisance activity,
- Protect the City's affordable housing stock by limiting short-term rental activity to a registered Host's Primary Residence, and
- Protect the City's affordable housing stock by prohibiting the conversion of non-transient units in Short-Term Rentals where such use is not zoned or otherwise authorized.

The Home-Sharing Ordinance and these guidelines shall apply to all Persons and Hosts.

2) Scope and Purpose of the Administrative Guidelines

These Administrative Guidelines ("Guidelines") are promulgated by the Department of City Planning ("Department") for the purposes of implementing the Home-Sharing Ordinance (Ordinance No. 185,931) ("Ordinance") pursuant to LAMC Chapter 1, Section 12.22 A.32 and Chapter 1A, Section 5C.3.2.

Administrative Guidelines are defined in LAMC Sections 12.22 A.32(b)(1) and 5C.3.2.B.1 as: "regulations, which may include, but are not limited to application requirements, interpretations, conditions, reporting requirements, enforcement procedures, and disclosure requirements, to implement the provisions, and consistent with the intent, of [the Ordinance]."

These Guidelines reflect the City's application of the Ordinance and provide detail on how Property Owners, Hosts, Tenants, and Hosting Platforms ("Platforms") can comply with the requirements of the Ordinance to ensure that all Rental Units advertised and rented as a Short-Term Rental are lawfully registered for Home-Sharing. No one shall fail to comply with the Administrative Guidelines per Sections 12.22 A.32(i) and 5C.3.2.L, of the LAMC. For full regulations and requirements, please refer to Ordinance No. 185,931.

The Department may update these Guidelines from time to time. Appendix A may only be adopted or amended by a Resolution of the City Council.

II. DEFINITIONS

In these Guidelines, capitalized terms and other words and phrases have the same meaning as those in LAMC Sections 12.22 A.32, 5C.3.2, 12.03, and Division 14.3 unless otherwise defined below. To the extent that LAMC Section 12.03 and Division 14.3 is amended in the future, these definitions shall be considered modified to include such amendment.

- 1) **Accessory Dwelling Unit (ADU)** - An Accessory Dwelling Unit (ADU) is 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. 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).
- 2) **Accessory Use** - As defined in 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.
- 3) **Applicant** - A Person submitting a Home-Sharing application to the City to register their Primary Residence for rental on a short-term basis.
- 4) **Booking Limit** - The maximum number of days a Host can engage in Home-Sharing within a calendar year (January 1 - December 31).
- 5) **Booking Service** - Any reservation and/or payment service provided by a Person that facilitates a Short-Term Rental transaction between a Person and a prospective guest or transient user, and for which the Person collects or receives, directly or indirectly through an agent or intermediary, a fee in connection with the reservation and/or payment of services provided for the transaction.
- 6) **Citation** - A 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 the Los Angeles Department of Building and Safety (LADBS), Los Angeles Housing Department (LAHD), Los Angeles Police Department (LAPD) or Los Angeles Fire Department (LAFD), including an Administrative Citation issued pursuant to Article 1.2 of the LAMC.
- 7) **Declaration** - A statement or affirmation made under penalty of perjury, including those that are electronically signed (e-signed).
- 8) **Extended Home-Sharing Registration** - Allows Hosts to Home-Share their Primary Residence for up to the number of days remaining in a calendar year.
- 9) **Home-Sharing** - As defined in LAMC Section 12.03, Home-Sharing is an accessory use of a Host's Primary Residence for a set number of days (determined by registration type) in a calendar year for the purpose of providing Short-Term Rental in compliance with the registration and other requirements of LAMC Sections 12.22 A.32 and 5C.3.2.
- 10) **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 Sections 12.22 A.32 and 5C.3.2 and other information necessary to address behavioral, safety, security, and other matters.

- 11) 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 at planning.lacity.gov/project-review/home-sharing for the Home-Sharing Records Portal.
- 12) 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, as defined.
- 13) Home-Sharing Registration Certificate** - A document issued by the City upon approval of a Home-Sharing Registration application that contains at minimum the 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.
- 14) 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.
- 15) Host** - A natural individual who is registered for Home-Sharing with the Department.
- 16) 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.
- 17) Landlord** - For the purpose of Home-Sharing, the Landlord will be defined as the Person or entity who is recorded as the Property Owner in the Los Angeles County Assessor Records.
- 18) Listing** - 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.
- 19) 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.
- 20) Online Registration Portal** - A website (planning.lacity.gov/home-sharing) used for the filing of Home-Sharing Registration applications or renewals, and the payment of applicable filing fees.
- 21) Person** - Shall have the same meaning as that term is defined in LAMC Section 21.7.2.
- 22) 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.
- 23) 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.

- 24) Property Owner** - For the purpose 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.
- 25) Regular Home-Sharing Registration** - Allows Hosts to Home-Share their Primary Residence for up to 120 days in a calendar year.
- 26) Short-Term Rental** - 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.
- 27) Tenant** - For the purpose of Home-Sharing, Tenant will be defined as the Person who is not the Property Owner of the proposed Home-Sharing unit and occupies the unit as their Primary Residence.
- 28) Valid** - As it pertains to Home-Sharing Registration Numbers, Valid means a unique identification number provided by the City that is associated with a Home-Sharing Registration that is not expired, revoked or suspended.

III. REGULAR HOME-SHARING REGISTRATION

1) Application and Eligibility Requirements.

The Home-Sharing Ordinance was implemented on July 1, 2019. The City began enforcement of the Home-Sharing Ordinance on November 1, 2019.

To apply for a Home-Sharing Registration, an Applicant must file a complete Home-Sharing Registration application and pay the applicable filing fee using the Online Registration Portal (planning.lacity.gov/home-sharing). The Department's website (planning.lacity.gov/project-review/home-sharing) contains information to assist in preparing for the application process.

Before submitting an application, Applicants are strongly advised to:

- Review the application and eligibility requirements available in the Home-Sharing Ordinance, these Guidelines, and the Department's website;
- Review any relevant Citation history available on the the Home-Sharing Records Portal and the City Directory (<https://lacity.gov/directory>); and
- Assemble all required documentation.

As part of the application review process, the Department will review the documentation submitted and verify compliance with applicable application and eligibility requirements. If the documentation submitted cannot be verified, the Department may reject or deny the provided documentation. Certain documents and other information will be required to be provided and/or agreed upon as part of the application process, including:

a) Primary Residence Verification Requirements

- i) **Primary Residence Address.** The Applicant must provide a valid physical address for the Short-Term Rental unit where the proposed Home-Sharing use will take place.
- ii) **Host Identification.** The Applicant must identify themselves as the prospective Host in their application using their true full name as defined by the CA DMV and as it appears on their photo identification (ID). The Applicant must provide an original copy of one of the photo identification (ID) documents issued by the State of California described below, showing their true full name and the proposed Home-Sharing address.
 - (1) **Valid California driver license** issued by the California Department of Motor Vehicles (DMV).
 - (2) **Valid California identification card** issued by the California Department of Motor Vehicles (DMV).
- iii) **Primary Residence Documentation.** The Applicant must provide acceptable documentation showing their true full name and indicating the street address for the Primary Residence in which the proposed Home-Sharing use will take place.

Personal information other than that which is required to satisfy the document requirements described below can be redacted.

All Applicants must submit **two** acceptable Primary Residence documents from the list of acceptable documents below:

- One (1) current **Property Tax Bill from the Los Angeles County Treasurer and Tax Collector's Office** for the Applicant's Primary Residence, displaying a homeowners' exemption and showing the Applicant's true full name and the proposed Home-Sharing address as both the property address and the mailing address; or
- One (1) **Los Angeles Department of Water and Power (LADWP) Electricity Bill** for the Applicant's Primary Residence, issued within the last six months, showing the Applicant's true full name and the proposed Home-Sharing address as the property, service, and mailing address, and including the date of mailing, coverage period, and fee due date; or
- One (1) current **Vehicle Registration Certificate from the State of California Department of Motor Vehicles (DMV)** for a personal vehicle showing the Applicant's true full name and the proposed Home-Sharing address as the mailing address; or
- One (1) current **Voter Registration Card or a Stamped Voter Registration Abstract from the Los Angeles County Registrar-Recorder/County Clerk** issued within the last six months, showing the Applicant's true full name and the proposed Home-Sharing address as both the registered voter address and the mailing address; or
- One (1) **Internal Revenue Service (IRS) Account Transcript or File Return Transcript** issued within the last six months, showing the Applicant's true full name and the proposed Home-Sharing address as the mailing address; or
- One (1) or two (2) different **State of California or United States Federal Government Assistance Program Notice or Statement** issued within the last six months, showing proof of received benefits, and listing the Applicant's true full name and the proposed Home-Sharing address as the mailing address. Acceptable programs include: Medi-Cal, Medicare, CalFresh, California Food Assistance Program (CFAP), California Women, Infants & Children Program (WIC), Social Security, State Supplementary Payment (SSP), Supplemental Security Income (SSI), Veterans Benefits Administration (VBA), Cash Assistance Program for Immigrants (CAPI), CalWORKs, California Employment Development Department (EDD).
- One (1) **Jury Summons** issued by the **Los Angeles Superior Court or United States District Court** issued within the last six months and

showing the Applicant's true full name and the proposed Home-Sharing address as the mailing address.

- iv) **Primary Residence Declaration.** The Applicant must affirm through an e-signed Declaration (through the Online Registration Portal) that the proposed Short-Term Rental is currently their Primary Residence and that they will continue to maintain the Short-Term Rental as their Primary Residence for the duration of the Home-Sharing Registration.

b) **Property Owner Authorization Requirements**

- i) **Property Ownership.** Only the Person named in City and/or County records as the Property Owner will be considered the legal Property Owner. The Applicant must submit additional documentation if Property Ownership is unable to be verified.
- ii) **Property Owner Approval.** If the Applicant is not the Property Owner, they must submit a Property Owner Authorization to Conduct Home-Sharing form verifying that the Property Owner approves of the proposed Home-Sharing use for the Applicant's dwelling unit.

The Property Owner Authorization to Conduct Home-Sharing form must be the exact form provided by the Department for the Home-Sharing program. Please visit the Home-Sharing Program webpage at planning.lacity.gov/project-review/home-sharing for the most current Property Owner Authorization to Conduct Home-Sharing form and for further instructions on completing the form.

Additional documents may be required from the Tenant or Property Owner if the Authorization for a Tenant to Conduct Home-Sharing form cannot be verified.

c) **Property & Unit Eligibility Criteria**

i) **Zoning & Land Use Eligibility**

(1) **Location in a Zone that Allows Residential Uses.**

- (a) **Chapter 1A.** As required in Part 5B (Use Districts) of Chapter 1A of the LAMC, Home-Sharing is only allowed in zones where Home-Sharing is permitted.
- (b) **Chapter 1.** As required in LAMC Section 12.22 A.32, Home-Sharing is only allowed in zones wherein residential uses are permitted by right. Residential uses are generally prohibited in M (Manufacturing), OS (Open Space), and PF (Public Facility) zones.

Applicants may review a property's zone classification using the City's online Zone Information and Map Access System (ZIMAS), which can be

accessed at zimas.lacity.org, and by checking the zoning information under the “Planning and Zoning” tab. Because ZIMAS may not reflect the most up-to-date information, applicants are encouraged to contact the Department’s Public Counter to verify the property’s zone classification.

- (2) **Very High Fire Hazard Severity Zones.** For properties identified as being located within a Very High Fire Hazard Severity Zone (VHFHSZ), the Applicant must provide an e-signed Declaration affirming that a written notice is posted on any patio or deck stating that smoking is not permitted anywhere on the exterior of the property. Applicants may see if a property is in a VHFHSZ using ZIMAS (zimas.lacity.org) and checking the information under the “Additional” tab.

ii) **Building Type & Unit Qualification**

- (1) **Residential Building.** The Applicant must affirm through an e-signed Declaration that the proposed Short-Term Rental will occur only in a structure approved for residential use in accordance with definitions established by the Los Angeles Department of Building and Safety (LADBS). This may include a bedroom or an entire unit, but not a non-residential building such as an attic, garage, recreation room, storage room, storage shed, temporary structure, or a trailer or vehicle.
- (2) **Residential Accessory Use.** A residential accessory use is a secondary residential space that is both located on the same lot as a primary dwelling and subordinate to the main residential structure. These spaces are designed for residential occupancy but remain secondary to the primary residence on the lot. These residential accessory spaces must be legally permitted and approved for residential occupancy. Additional eligibility criteria and requirements for these residential accessory spaces are addressed in the section that follows.

As permitted below, residential accessory uses may include Accessory Dwelling Units (ADUs) or other legally permitted secondary residential spaces.

- (a) **Accessory Dwelling Unit (ADU).** An ADU (with a building permit application and paid plan check fees submitted on or after January 1, 2017) can only be registered for Home-Sharing if it has a Certificate of Occupancy for the ADU issued by the Los Angeles Department of Building and Safety (LADBS) and is the Person’s Primary Residence. An ADU cannot be registered for Home-Sharing if a Certificate of Occupancy has not yet been issued for the ADU. For more information on ADUs, please visit the LADBS website at ladbs.org.

While the City will refer to its own building permit records, the Applicant may also be required to submit additional documentation needed to verify the building permit application

date and habitability of the ADU, including, but not limited to, a dated copy of the submitted building permit application and/or a copy of the Certificate of Occupancy.

(b) **Other Accessory Residential Spaces.** All other accessory residential spaces may be eligible for Home-Sharing. These spaces may be eligible for Home-Sharing as their own Primary Residence or solely as a portion of the main unit, which must be the applicant's Primary Residence.

(c) **Non-residential Accessory Spaces.** A non-residential accessory use is a use that supports a residential property but is not intended for dwelling or habitation. Examples may include: garages, storage structures, pool houses or cabanas, workshops, utility structures, and other detached accessory structures not approved for residential occupancy. Because non-residential accessory spaces are not approved for residential occupancy, they generally do not qualify as eligible units for Home-Sharing unless the space has been legally converted and approved for residential use.

(3) **Housing Restrictions.** The proposed Short-Term Rental shall not be subject to affordable housing covenants or income restrictions under City, state, or federal law as determined by the Los Angeles Housing Department (LAHD). The proposed Short-Term Rental shall also not be subject to Chapter 15 of the LAMC, also known as the Rent Stabilization Ordinance (RSO).

If the Department determines that a proposed Short-Term Rental may be subject to the housing restrictions described above, the applicant must obtain a Letter of Determination (LOD) from LAHD to verify the applicability of housing restrictions.

Applicants may review a property's RSO status using ZIMAS (zimas.lacity.org) and by checking the RSO information under the "Housing" tab. Because ZIMAS may not reflect the status of individual dwelling units, applicants may be required to obtain a LOD from the LAHD.

(4) **Prior Conversion from Multi-Family RSO to Single-Family Use.** The proposed Short-Term Rental shall not be located in a building that has been converted from Multi-family units subject to the Rent Stabilization Ordinance (LAMC Chapter 15) to single-family homes within five years of the date of conversion.

iii) **Registration Limit Conditions**

(1) **Limit on Home-Sharing Registrations.** Home-Sharing Registrations may not be transferred or assigned to another Applicant or Host, or to

another property, and are valid only for the Host's Primary Residence. Each Primary Residence may be associated with only one Home-Sharing Registration. A Person or Applicant may not apply for, hold, or operate more than one Home-Sharing Registration at a time in the City of Los Angeles.

If the Home-Sharing unit is advertised through more than one listing, all listings must contain the same Home-Sharing Registration Number. The Host must provide the Department with the specific URL for each listing, as required by Section III(1)(g)(ii) of these Administrative Guidelines.

Persons who share the same Primary Residence may not each hold or apply for separate Home-Sharing Registrations at the same time. Units owned or rented by the same Person with other active Home-Sharing Registrations or Applications may be reviewed by the Department to verify compliance. Applicants may review the Home-Sharing Records Portal to determine whether there is an existing Home-Sharing Registration or pending applications for any unit at planning.lacity.gov/project-review/home-sharing.

iv) **Citations**

- (1) **Open or Pending Citations.** The Host, registered dwelling unit, and/or property shall not be subject to any open or pending Citations by any enforcement agency of the City, including the Los Angeles Housing Department (LAHD), Los Angeles Department of Building and Safety (LADBS), Los Angeles Police Department (LAPD) or Los Angeles Fire Department (LAFD). To determine whether any Citations are open or pending, Applicants should refer to the Home-Sharing Record Portal and contact the appropriate City enforcement agencies directly using the City Directory (<https://lacity.gov/directory>).

If an application is flagged for an open or pending Citation, the Applicant may upload documentation of City records demonstrating that the matter has been fully resolved and any associated fines or fees have been paid. City records must clearly indicate that the Citation has been resolved to be considered closed. Applicants should contact the issuing City agency for guidance on resolving a Citation. All submitted documentation will be reviewed in coordination with the relevant enforcement agencies to ensure the safety of guests.

d) **Safety Requirements**

- i) **Safety Features.** The Applicant must affirm through an e-signed Declaration that their Short-Term Rental unit provides and maintains working fire extinguishers, smoke detectors, and carbon monoxide detectors, in compliance with fire, life, and safety codes, as well as provides information related to emergency exit routes on the property to all guests.

- ii) **Occupancy Limits.** A maximum of two persons (excluding children) per Habitable Room may sleep in a Short-Term Rental unit (Maximum Sleeping Capacity). The Applicant shall identify the number of Habitable Rooms and include an e-signed Declaration that they will not advertise or book any guest stays that exceeds the Maximum Sleeping Capacity. A Habitable Room (defined in LAMC Section 12.03 and Division 14.3) includes any enclosed room area with the exception of any lobby, hall, closet, storage space, bathroom, utility room, or service porch. For the purposes of this Ordinance, an open kitchen that is part of another room is considered a Habitable Room, as is a recess from a room or an alcove (other than a dining area) having 50 square feet or more of floor area and so located that it could be partitioned off.
- iii) **Code of Conduct.** The Applicant must affirm through an e-signed Declaration that they will provide a copy of the Department's Home-Sharing Guest Code of Conduct to all guests.

e) **Fees and Tax Compliance Requirements**

- i) **Application Fee.** The Applicant must complete payment of the non-refundable filing fee per LAMC Sections 19.01.T and 15.5.1 by credit card, debit card, or electronic check (through ACH). Payments will be accepted at the time of an online application submission.
- ii) **Transient Occupancy Tax (TOT) & Business Tax Registration Certificate (BTRC) Registration.** The following describes how Applicants may demonstrate compliance with the TOT registration requirement.
 - (1) **Applicants with an Existing BTRC.** Applicants that already have a Business Tax Registration Certificate (BTRC) or transient account with the Office of Finance pursuant to LAMC Section 21.7.6 prior to applying for a Home-Sharing Registration, may provide the assigned BTRC number to the Department via the Online Registration Portal upon applying. If a BTRC number is not provided to the application and a Home-Sharing registration is issued, the applicant will be required to provide a BTRC with the appropriate TOT classification from the Office of Finance before operating as a Host.
 - (2) **Applicants without an Existing BTRC.** Applicants who do not have an existing BTRC number may continue to apply for a Home-Sharing Registration through the Online Registration Portal. If a Home-Sharing Registration is issued, the Applicant will be required to obtain a BTRC with the appropriate TOT classification from the Office of Finance before operating as a Host.

f) **Applicant Information & Hosting Platform Disclosures**

- i) **Applicant Contact Information.** The Applicant must provide their personal contact information, including a phone number and email address, where they may be reached by Department staff should a question or concern arise

regarding their Home-Sharing application or Registration. The phone number and email address provided must belong to the Applicant themselves, not to anyone other than the Applicant, and must not be used for any other Home-Sharing application or Registration. For privacy reasons, the Department will not discuss an application or Registration for a Home-Sharing Registration with anyone other than the Applicant themselves via the phone number or email address provided in the application.

- ii) **Emergency Contact Person.** The Applicant may identify themselves or someone else as the local responsible Emergency Contact Person as part of their Home-Sharing Registration application. The Emergency Contact Person must be available to access the Short-Term Rental at all times (at any hour of any day). The Applicant must provide the following information for the Emergency Contact Person: name, address, email address, and phone number. An Emergency Contact Person, if other than the Applicant, cannot make changes to a Home-Sharing application or Registration, sign on behalf of the Applicant, or submit information or documentation on behalf of the Applicant.

g) **Compliance Review, Applicant Responsibilities & Acknowledgements**

- i) **General Compliance.** The Applicant must submit an e-signed Declaration under the penalty of perjury certifying that they have complied with all other Home-Sharing requirements and verifying the authenticity of the documents and information they have provided.
- ii) **Hosting Platforms Used for Listings.** The Applicant must identify all Hosting Platforms where they will publish Short-Term Rental Listings for their registered dwelling unit, including the specific URL for each Listing, if applicable. If the Applicant has not yet started Listing and, therefore, does not have a specific URL, they must provide this information to the City via the Online Registration Portal within 24 hours of Listing their registered dwelling unit on any Hosting Platform.
- iii) **Acknowledgment and Consent.**
 - (1) **Data Sharing.** Applicants shall authorize any Hosting Platform on which their Primary Residence is Listed to provide the Applicant's Listing, rental activity, and contact information to the City.
 - (2) **Notification Consent.** Applicants must consent to receive all City application notices via email at the email address provided on their Home-Sharing application.
 - (3) **Record Inspection.** Applicants must consent to reasonable requests to inspect records required to be kept and preserved by them pursuant to the Ordinance.
- iv) **Signature.** Before submitting their Home-Sharing Registration application to the Department for staff review via the Online Registration Portal, the Applicant must

digitally sign their application under the penalty of perjury using their true full name as it appears on their photo identification (ID). The digital signature is considered to be the equivalent of a wet/hand-drawn signature and acknowledgment of everything the Applicant has declared and/or agreed to in their application. The digital signature must be the Applicant's own. No Person other than the Applicant themselves can sign the Home-Sharing Registration application.

2) Home-Sharing Application Process

- a) **Submitting an Application.** To complete a Home-Sharing Registration application, the Applicant must submit the required documentation and pay the non-refundable application fee using the Online Registration Portal that can be found on the Department's website (<http://planning.lacity.gov/project-review/home-sharing>).
- b) **Pre-Payment Eligibility Screening.** Prior to requiring payment of the non-refundable application fee, the Online Registration Portal may notify Applicants if they appear to be ineligible for a Home-Sharing Registration based on one or more of the Application and Eligibility Requirements outlined in Section III(1) of these Administrative Guidelines. Nonetheless, the Applicant may decide to proceed with their application by paying the non-refundable application fee and providing a written explanation, along with any supporting documentation to their application. The Department will evaluate this information and contact the Applicant, if necessary, to further investigate the issue. Applicants are solely responsible for ensuring they meet all eligibility requirements prior to application submission.
- c) **Application Review and Requests for Additional Information.** If an application for a Home-Sharing Registration does not meet the Application and Eligibility Requirements outlined in Section III(1) of these Administrative Guidelines, the Department may allow the Applicant to provide additional information that would satisfy these requirements. Applicants are notified of the Department's request for additional information via an email sent to the email address provided in the application. If the requested information is not received within 45 days of the original request date, the application will be deemed withdrawn.
- d) **Issuance of Registration Certificate, Denials, and Re-Applying.** When the application is found to be compliant with the Ordinance and these Administrative Guidelines, the Department will notify the Applicant via email that they may begin Home-Sharing activity. Issuance of a Registration Number will be accompanied by a Home-Sharing Registration Certificate.

There are no appeals of a closed, denied, or withdrawn application. Applicants may submit a new application if their application was closed, denied, or withdrawn.

3) Expiration and Renewal.

- a) **Expiration.** A Home-Sharing Registration is valid for a 12-month registration period. The registration expires 12 months after the registration period begins, and is no longer valid unless it is renewed. This 12-month registration period begins as explained below:

- **Regular Home-Sharing Registration** - the 12-month registration period begins on the date Department staff approve the application.
- **Regular Home-Sharing Registration renewal** - the 12-month registration period begins on the date Department staff approve the application, but only after the previous registration has expired.

Hosts are responsible for maintaining their registration and ensuring timely renewal. Hosts should refer to their Home-Sharing Registration Certificate for the applicable expiration date.

If a Host's Registration Number expires and is not renewed, the Host must comply with the requirements set forth in VII(13) of these Administrative Guidelines. If a Host no longer resides in the Primary Residence used for Home-Sharing, the Host must comply with the requirements set forth in Section VII(14) of these Administrative Guidelines.

- b) **Renewal.** A Home-Sharing Registration may be renewed annually by filing an application for renewal using the Online Registration Portal. Hosts must submit an application to renew their existing Home-Sharing Registration to continue to utilize the same Primary Residence for Home-Sharing.

An application for Regular Home-Sharing Registration renewal will be accepted beginning prior to the expiration of a Home-Sharing Registration and anytime after.

In addition to the application and eligibility requirements described under Section III(1) of these Administrative Guidelines, the Applicant will be required to provide information and applicable documentation to demonstrate all of the following additional renewal requirements are met:

- i) **Past Compliance.** The Applicant must affirm through an e-signed Declaration that they have complied with all provisions of the Ordinance during the prior 12-month registration period. The City may also conduct its own verification based on records of violations, complaints, code enforcement activity, and any other available information related to the property and the Home-Sharing Registration.
- ii) **Information Accuracy.** The Applicant must affirm through an e-signed Declaration under the penalty of perjury that all information provided in the previous application for a Home-Sharing Registration remains true and accurate, or provide any changes.
- iii) **Home-Sharing Records.** Per the Ordinance, Hosts shall retain copies of all records regarding each Home-Sharing stay (see Section VII(4) of these

Administrative Guidelines below) and are required to share those records with the Department at the time of renewal. To satisfy this requirement, the Host must complete the Department-issued Home-Sharing Records Worksheet for each Short-Term Rental Listing advertising their registered dwelling unit.

The Home-Sharing Records Worksheet must be the exact form provided by the Department for the Home-Sharing program. Please visit the Home-Sharing Program webpage at planning.lacity.gov/project-review/home-sharing for the most current Home-Sharing Records Worksheet form and for further instructions on completing the form.

In addition to providing this information, the Applicant must e-sign a Declaration to confirm that the provided information is complete, true, and accurate.

- (1) **Exception - Listing on Hosting Platform with Platform Agreement.** If the Host exclusively Lists on a Hosting Platform with a Platform Agreement that includes a provision for sharing booking data with the City, the requirement to share Home-Sharing records shall be waived (see Section VIII of these Administrative Guidelines below). A current list of Hosting Platforms that have a valid Platform Agreement can be found online at planning.lacity.gov/project-review/home-sharing.
- iv) **Per-Night Fees (PNF).** Pursuant to LAMC Sections 12.22 A.32(e)(5) and 5C.3.2.H.5, all Home-Sharing activity is subject to the Per-Night Fee. See section VII(7) for further instructions regarding the Per-Night Fee.
- v) **Proof of Transient Occupancy Tax (TOT) Registration.** Upon renewal, the Applicant may be required to provide documentation demonstrating compliance with the TOT requirements, as described in Section VII(5) of these Administrative Guidelines, including proof of registration with the Office of Finance through a Business Tax Registration Certificate (BTRC) or transient account.

An application to renew a Home-Sharing Registration is considered complete according to the same process outlined in Section III(2) of these Administrative Guidelines.

IV. EXTENDED HOME-SHARING REGISTRATION

To participate in Home-Sharing for more than 120 days per year, Hosts are required to obtain an Extended Home-Sharing Registration. Two different application procedures are available for Extended Home-Sharing, depending on the number of Citations that have been issued within the prior three years.

1) **Application and Eligibility Requirements - Applicants with One Citation or Less.**

To apply for administrative approval of an Extended Home-Sharing Registration, an Applicant shall file an application online at planning.lacity.gov/home-sharing and pay the applicable filing fee described in LAMC Sections 19.01.T and 15.5.1. In addition to the application and eligibility requirements described under Section III(1) of these Administrative Guidelines the Applicant will be required to provide information and applicable documentation to demonstrate all of the following additional requirements are met:

- a) **Qualified Host.** The Applicant has a current Valid Regular Home-Sharing Registration, and either of the following applies:
 - i) The Applicant has maintained their Home-Sharing Registration for a period of at least six months; or
 - ii) The Applicant provides evidence that they have hosted at least 60 days of Short-Term Rental stays during a Valid Home-Sharing Registration period. To satisfy this requirement, the Host must complete the Department-issued Home-Sharing Records Worksheet showing at least 60-days have been booked since the issuance of their registration. The Applicant must affirm through an e-signed Declaration that the information provided in their Home-Sharing Records Worksheet is complete, true, and accurate.
- b) **No Suspensions or Revocations.** The Applicant's Home-Sharing Registration has not been suspended or revoked within the past two years.
- c) **No More Than One Citation Issued Within the Prior Three Years.** No more than one Citation was issued in regards to the Host, registered dwelling unit, and/or the property within the prior three years. Otherwise, the Applicant must submit an application for discretionary review as described under Section IV(2). A Person may verify Citation history for the Host, registered dwelling unit and/or property by contacting the appropriate enforcement agencies directly or by using the City Directory (<https://lacity.gov/directory>) and referring to the Home-Sharing Records Portal.
- d) **Proof of Mailing of Notification of Extended Home-Sharing Registration.** The City will mail, at the Applicant's expense, a notification of Extended Home-Sharing Registration, which includes information outlining the complaint process using the 24/7 Complaint Line, to adjacent and abutting Property Owners and occupants. Applicants must pay the City or the City's designated vendor for the mailing of the notification prior to obtaining a final approval for an Extended Home-Sharing Registration.
- e) **Proof of Transient Occupancy Tax (TOT) Registration.** The Applicant may be required to provide documentation demonstrating compliance with the TOT requirements, as

described in Section VII(5) of these Administrative Guidelines, including proof of registration with the Office of Finance through a Business Tax Registration Certificate (BTRC) or transient account.

- 2) Application and Eligibility Requirements - Applicants with Two or More Citations.** A discretionary review of an application for an Extended Home-Sharing 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.

In order to be eligible for the discretionary review, the Applicant must still satisfy the requirements described under Section IV(1) above – other than Section IV(1)(c) – as well as any additional requirements described in LAMC Sections 12.22 A.32.h(1)(ii) and 5C.3.2.K.1.b.

Please visit the Home-Sharing Program webpage at planning.lacity.gov/project-review/home-sharing for complete instructions on submitting a discretionary review of an application for an Extended Home-Sharing Registration.

3) Extended Home-Sharing Application Process.

- a) The Extended Home-Sharing application process follows the same procedures set forth in Section III(2) of these Administrative Guidelines above with the exception of Section III(2)(d). The required mailing notification fee must also be paid as the final step prior to approval and issuance of an Extended Home-Sharing Registration, as described below:
 - i) After it is determined the applicant has met all other eligibility requirements, the Department will notify the applicant that the mailing notification fees are required to complete their application. The notification will be sent via email and will include instructions for completing the registration process. The applicant must remit all applicable mailing notification fees through the Online Registration Portal within the specified timeframe. An Extended Home-Sharing Registration will not be issued until all required fees have been paid in full. Failure to submit payment within the allotted timeframe will prevent the issuance of the Extended Home-Sharing Registration.

There are no appeals of a closed, denied, or withdrawn application. Applicants may submit a new application if their application was closed, denied, or withdrawn.

4) Expiration and Renewal.

- a) **Expiration.** Provided the registered Short-Term Rental unit remains the Host's Primary Residence, an Extended Home-Sharing Registration is valid for a 12-month registration period. After the 12-month registration period ends, the Registration Number expires and is no longer valid unless it is renewed. This 12-month registration period begins as explained below:
 - i) **Extended Home-Sharing Registration** - the 12-month registration period begins on the date the department issues final approval and all applicable fees are paid.

- ii) **Extended Home-Sharing Registration renewal** - the 12-month registration period begins on the date the department issues final approval and all applicable fees are paid, but only after the previous registration has expired.

If a Host's registration number expires and is not renewed, the Host must comply with the requirements set forth in VII(13) of these Administrative Guidelines. If a Host no longer resides in the Primary Residence used for Home-Sharing, the Host must comply with the requirements set forth in Section VII(14) of these Administrative Guidelines.

- b) **Renewal.** An Extended Home-Sharing Registration can be renewed annually following the same renewal requirements described in Section III(3)(b) of these Administrative Guidelines, with the exception that applications for Extended Home-Sharing Registration renewals will only be accepted before the expiration of the registration and no sooner than one month prior to this date. If the Host does not submit a renewal application for their Extended Home-Sharing Registration before it expires, they must submit a renewal application for a Regular Home-Sharing Registration instead.

An application to renew an Extended Home-Sharing Registration is considered complete according to the same process outlined in Section IV(3) of these Administrative Guidelines. Alternatively, if the Host no longer wants an Extended Home-Sharing Registration, they may submit a renewal application for a Regular Home-Sharing Registration instead.

V. SUSPENSIONS, REVOCATIONS, MODIFICATIONS AND DISCRETIONARY REVIEW

1) Regular Home-Sharing.

- a) **Ministerial Suspension and Revocation.** The Ordinance allows a Regular Home-Sharing Registration to be subject to a ministerial suspension or revocation upon the issuance of a requisite number of sustained Citations to the Host as follows:

- i) **Suspension.** The issuance of two sustained (after exhaustion of any related appeals) Citations to a Host within their current 12-month registration period as described in Section III(3)(a) of these Administrative Guidelines can result in the ministerial suspension of their Regular Home-Sharing Registration lasting 30 days or as long as one Citation remains open, whichever is longer.

- (1) **Notice of Intent to Suspend.** The Department will mail a Notice of Intent to Suspend to a Host with Citation details, including any applicable reference number that led to the suspension. The suspension shall become effective 15 days after the mailing of a Notice of Intent to Suspend. If a Host initiates an appeal of either Citation, the suspension will take effect only if the appeal is not resolved entirely in the Host's favor.

- (a) **Challenge of Issued Citation(s).** Per LAMC Sections 12.22 A.32(c)(4)(i) and 5C.3.2.F.1, a Host may challenge a Citation by submitting an appeal to the City department that issued the Citation; furthermore, a Host must send an email to planning.home-sharing@lacity.org including the applicable Citation number, the appeal reference number, the date of appeal, and any appeal materials. If the City Department that issued the Citation does not have a Citation appeal process, a Host may submit an appeal for the suspension of a Home-Sharing Registration to the Director of Planning in accordance with the process in LAMC Section 13B.6.1, with no further appeal to a Commission or City Council. In these instances, City Planning may uphold or reverse its decision to suspend the Home-Sharing Registration based on the Citation received.

- ii) **Revocation.** The issuance of three or more sustained (after exhaustion of any related appeals) Citations to a Host within their current 12-month registration period, as described in Section III(3)(a) of these Administrative Guidelines, can result in the ministerial revocation of their Regular Home-Sharing Registration and a one-year Home-Sharing prohibition starting from the revocation date.

- (1) **Notice of Intent to Revoke.** The Department will mail the Host a Notice of Intent to revoke with Citation details, including any applicable reference number, that led to revocation in accordance with LAMC Section 13B.6.2 (Nuisance Abatement/Revocation). The revocation of a

Host's Home-Sharing Registration shall become effective 15 days after the mailing of a Notice of Intent to Revoke to the Host.

(a) **Appeal of Notice of Intent to Revoke.** Per LAMC Section 12.22 A.32(c)(4)(ii) and 5C.3.2.F.2, a Host may submit an appeal to the Director of Planning in accordance with the process in LAMC Section 13B.6.1, with no further appeal to a Commission or City Council.

b) **Discretionary Modification, Discontinuation, and Revocation.** The Zoning Administrator may modify, discontinue, or revoke a Home-Sharing Registration as described in LAMC Sections 12.22 A.32(c)(4)(iii) and 5C.3.2.F.3. using the nuisance abatement/revocation process, outlined in LAMC 13B.6.2

i) **Appeal.** Hosts may submit an appeal to the Department per the process described in LAMC Section 13B.6.2.

2) **Extended Home-Sharing.**

a) **Ministerial Revocation.** The Ordinance allows an Extended Home-Sharing Registration to be subject to a ministerial revocation upon the issuance of two or more sustained Citations to a Host within their current 12-month registration period as described in Section IV(4)(a) of these Administrative Guidelines, as well as a two-year Home-Sharing prohibition starting from the revocation date.

i) **Appeal.** Per LAMC Section 12.22 A.32(c)(4)(ii) and 5C.3.2.F.2, a Host may submit an appeal to the Director of Planning in accordance with the process in LAMC Section 13B.6.1, with no further appeal to a Commission or City Council.

b) **Discretionary Modification, Discontinuation, and Revocation.** The Zoning Administrator may modify, discontinue, or revoke a Home-Sharing Registration as described in LAMC Sections 12.22 A.32(c)(4)(iii) and 5C.3.2.F.3. using the nuisance abatement/revocation process, outlined in LAMC 13B.6.2

i) **Appeal.** Hosts may submit an appeal to the Department per the process described in LAMC Section 13B.6.2.

VI. PROHIBITIONS

The Home-Sharing Ordinance and these guidelines shall apply to all Persons and Hosts. It is the intent of the Ordinance to do the following:

- Prevent the large-scale conversion and further conversion of long-term housing units into Short-Term Rentals that reduce the City's housing stock and the availability of affordable housing,
- Prevent negative impacts on the residential character of surrounding neighborhoods and increased nuisance activity,
- Protect the City's affordable housing stock by limiting short-term rental activity to a registered Host's Primary Residence, and
- Protect the City's affordable housing stock by prohibiting the conversion of non-transient units in Short-Term Rentals where such use is not zoned or otherwise authorized.

The City has prohibited Short-Term Rentals in the City's most restrictive residential zones. Under the Los Angeles Municipal Code, a building may only be used as expressly permitted in the zone in which the building is located, and all uses that are not expressly permitted are prohibited. Failure to follow the intent and prohibitions for the Ordinance and these Guidelines may result in enforcement action.

The following activities are prohibited and may result in a Citation or enforcement action. These may also be considered Citations for purposes of the Suspension, Revocation and Modification provisions of the Ordinance.

No Person or Host shall do the following:

- 1) **Fail to Comply with the Home-Sharing Ordinance.** No Person or Host shall offer, advertise, book, facilitate or engage in Home-Sharing or short-term rental activity in a manner that does not comply with LAMC Sections 12.22 A.32 and Section 5C.3.2.
- 2) **Advertise Without Listing or Having a Valid Home-Sharing Registration Number.** No Person or Host may participate in Home-Sharing without having a Valid Home-Sharing Registration Number that is issued to that Person or Host, and all advertisements clearly list that Person's or Host's Valid Home-Sharing Registration Number.
- 3) **Operate Beyond the 120-Day Annual Cap.** No Person or Host shall engage in Home-Sharing for more than 120 days in any calendar year (January 1 - December 31) unless the City has issued them an Extended Home-Sharing Registration as described in Section IV of these Administrative Guidelines. All nights booked for a Listing in a calendar year count towards the 120-day cap, including nights booked without a Valid Home-Sharing Registration Number.
- 4) **Use an Accessory Dwelling Unit for Home-Sharing When Not Eligible.** Accessory Dwelling Units for which a complete building permit application was submitted on or after January 1, 2017, to the Department of Building and Safety pursuant to LAMC Section 12.26 A.3 may not be used for Home-Sharing, unless an applicant demonstrates the Accessory Dwelling Unit is the Applicant's Primary Residence.
- 5) **Engage in Home-Sharing in a Non-Residential or Temporary Structure.** No Person or Host shall offer, advertise, or engage in Home-Sharing in a non-Residential Building, including but not

limited to, a vehicle parked on the property, a storage shed, trailer or any temporary structure, including, but not limited to, a tent.

- 6) **Book More than One Booking at a Time.** If a Person or Host Lists their Primary Residence on multiple Listings and/or on multiple Hosting Platforms, this must be disclosed to the Department, and only one Listing may be booked at any given time.
- 7) **Book More than One Group of Guests at a Time.** A Person or Host may not rent all or a portion of their Primary Residence for the purposes of Home-Sharing to more than one group of guests (or a single guest party) under more than one booking, at any given time.
- 8) **Engage in Home-Sharing in Recently Converted Rent-Stabilized Units.** Home Sharing is not permitted in buildings that have been converted from units subject to Chapter 15 of the LAMC ("Rent Stabilization Ordinance") to single family homes until five years after the date of conversion.
- 9) **Conduct Commercial or Non-Residential Activities During Home-Sharing.** Except for allowable Home Occupations, non-residential uses including, but not limited to, sales or exchange of products, events that charge a fee, or the promotion, display or servicing of any product shall not be permitted during Home-Sharing activity.
- 10) **Advertise on Hosting Platforms without Providing Notice to the City.** No Person or Host shall only advertise on a Hosting Platform using a URL that was listed in their approved Home-Sharing Registration, unless the Host has submitted a subsequent request through the Online Registration Portal providing the City with the specific Listing URL(s) within 24 hours of Listing their registered dwelling unit on any Platform.
- 11) **Exceed Maximum Guest Occupancy Limits.** No more than two overnight guests (not including children) are allowed per Habitable Room, not including kitchens, during Home-Sharing activities. Hosts are therefore not allowed to book or advertise a Maximum Sleeping Capacity that is larger than what has been approved by the City at the time of registration.
- 12) **Exceed Noise or Outdoor Gathering Limits.** There shall be no use of sound amplifying equipment, as defined in LAMC Section 111.01(j), after 10:00 pm and no evening outdoor congregations after 8:00 pm of more than eight people (excluding children) during Home-Sharing activities. Home-Sharing activities are subject to the noise regulations in the LAMC.
- 13) **Engage in Home-Sharing During Registration Suspension.** A Person or Host whose Home-Sharing Registration has been suspended is prohibited from participating in Home-Sharing for the duration of the suspension.
- 14) **Engage in Home-Sharing After Registration Revocation.** A Person or Host whose Home-Sharing Registration has been revoked may not participate in Home-Sharing unless and until a new registration is authorized.

VII. HOST REQUIREMENTS

All Hosts shall comply with the following requirements. Several of the Host Requirements described in the Ordinance are incorporated in Sections III and IV of these Administrative Guidelines as Home-Sharing Registration requirements. In addition to these requirements, Hosts must comply with all subsections of the Home-Sharing Ordinance and these Administrative Guidelines. Hosts who do not comply with all subsections of the Home-Sharing Ordinance and these Administrative Guidelines may be subject to Citation and/or may not be eligible to continue Home-Sharing.

- 1) **Only List with a Valid Registration Number.** A Host may not participate in Home-Sharing unless all Listings clearly display their City-issued Home-Sharing Registration Number. In the event that a Host's registration number becomes invalid, the Host must remove all Listings within 24 hours.
- 2) **Responsible for Nuisance Violations.** A Host may be responsible for any nuisance violations, as described in LAMC Sections 12.27.1.B and 13B.6.2, arising at their Primary Residence during Home-Sharing activities. The Host, or Property Owner of the Host's Primary Residence if not owned by the Host, may be assessed a minimum inspection fee, as specified in LAMC Section 98.0412, for each site inspection.
- 3) **Consent to City Review of Home-Sharing Records.** On the Home-Sharing Registration application, a Host shall acknowledge and consent to the Office of Finance and other City agencies' inspection of records at all reasonable times and places for purposes of enforcement of this Subdivision.
- 4) **Preserve Home-Sharing Records.** The Host shall keep and preserve, for a minimum period of three years, copies of all records regarding each Home-Sharing stay. To satisfy this requirement, the Host must complete the Home-Sharing Records Worksheet issued by the Department for each Short-Term Rental Listing advertising the registered Short-Term Rental unit.
- 5) **Obtain Business Tax Registration Certificate.** The Host shall fully comply with all requirements of the Transient Occupancy Tax (Article 1.7 of the LAMC and successor Sections) as determined by the Office of Finance, including obtaining a Business Tax Registration Certificate.

Applicants that already have a Business Tax Registration Certificate (BTRC) or transient account with the Office of Finance pursuant to LAMC Section 21.7.6 prior to applying for a Home-Sharing Registration, will be required to provide the assigned BTRC number to the Department via the Online Registration Portal upon applying.

Applicants who do not have an existing BTRC number may continue to apply for a Home-Sharing Registration through the Online Registration Portal. If the application is approved and a Home-Sharing Registration is issued, the Applicant will be required to obtain a BTRC with the appropriate TOT classification from the Office of Finance before operating as a Host.

- 6) **Comply with Transient Occupancy Tax (TOT) Requirements.** The Host shall fully comply with all requirements of the Transient Occupancy Tax (Article 1.7 of the LAMC and successor Sections) as determined by the Office of Finance. This includes the collection and monthly remittance of the Transient Occupancy Tax. Hosting Platforms that have entered into an agreement with the Office of Finance to collect and remit Transient Occupancy Taxes will collect

and remit such taxes to the Office of Finance directly in compliance with the agreement. For more information regarding compliance with the TOT requirements, refer to the Office of Finance.

- 7) **Pay the Per-Night Fee.** All Home-Sharing activity in a given month is subject to the Per-Night Fee, which is in addition to the Home-Sharing Registration filing fee and Transient Occupancy Tax. The Per-Night Fee requirements are as follows:
- a) Hosting Platforms which have a signed Platform Agreement with the City shall collect and remit the Per-Night Fee to the City on behalf of Hosts.
 - b) Hosts using a Hosting Platform without a Platform Agreement with the City must remit the Per-Night Fee to the City themselves.
 - i) Hosts must use the Online Registration Portal to report and pay the Per-Night Fee on a monthly basis. Hosts must submit a count of the total number of nights their Primary Residence was used for Home-Sharing via a Hosting Platform without a Platform Agreement each month, even if that number is zero. This monthly Home-Sharing activity reporting requirement for the Per-Night Fee is separate from the Home-Sharing Records requirement outlined in Section VII(4) of these Guidelines.
- 8) **Provide Required Fire, Life, Safety Equipment and Information.** Every Host shall provide and maintain working fire extinguishers, smoke detectors, and carbon monoxide detectors, in compliance with fire, life and safety codes; information related to emergency exit routes on the property and contact information.
- 9) **Comply with Fire Hazard Disclosure and No-Smoking Notice Requirements.** Every Host that lists a Primary Residence located in a Very High Fire Hazard Severity Zone designated by the City of Los Angeles Fire Department pursuant to Government Code Section 51178 shall include in all Host listings and post written notices on any patio or deck that smoking is not permitted in any exterior of the property.
- 10) **Provide a Guest Code of Conduct.** Every Host shall provide a code of conduct to guests that includes the relevant provisions of this Subdivision and other information to address behavioral, safety, security, and other matters.
- 11) **Authorize Hosting Platform Data Sharing with the City.** Every Host shall authorize any Hosting Platform on which his or her Primary Residence is listed to provide to the City the Host listing and other information described in LAMC Sections 12.22 A.32 (f)(4) and 5C.3.2.I.4.
- 12) **Consent to Receive City Notices and Citations by Mail.** Every Host must consent to receive City notices and citations regarding their Home-Sharing Registration by U.S. mail.
- 13) **Cease Advertising upon Expiration of a Home-Sharing Registration.** Hosts must cease advertising their Short-Term Rental on all applicable Hosting Platforms immediately upon expiration of a registration number.
- 14) **Withdraw Home-Sharing Registration upon Change in Primary Residency.** Hosts must cease advertising their Short-Term Rental on all applicable Hosting Platforms immediately if the

Host no longer meets the Primary Residence requirement. If a Host no longer resides in the Primary Residence used for Home-Sharing, they must contact the Department at planning.home-sharing@lacity.org to withdraw their registration as soon as practicable, but no later than thirty (30) days.

- 15) Update Contact Information.** A Host shall update their personal contact information, where they may be reached by Department staff should a question or concern arise regarding their Home-Sharing Registration, when changes are made to such information as soon as practicable, but no later than thirty (30) days after the change is made.

VIII. HOSTING PLATFORM RESPONSIBILITIES

The Hosting Platform Responsibilities section (LAMC Sections 12.22 A.32(f) and 5C.3.2.I) holds Platforms responsible for several duties including completing only authorized Booking Service transactions for Short-Term Rentals, as well as providing company contact information and, subject to applicable laws, certain information on Listings and bookings on a monthly basis, to the Department.

The Home-Sharing Ordinance provides three options by which a Hosting Platform may comply with the platform responsibilities identified in subsection (f). Platforms may choose to: (1) comply with the provisions of LAMC Sections 12.22 A.32(f) and 5C.3.2.I; (2) comply with the provisions of Appendix A of these Administrative Guidelines; or (3) enter into a Platform Agreement with the City. Unless a Platform obtains written approval from the Department for Options 2 or 3, it is assumed that a Platform has opted for Option 1.

1) Option 1. Comply with Provisions of LAMC Section 12.22 A.32(f 1-5) and 5C.3.2.I(1-5). A

Platform may choose to determine its own method to verify registration status and compliance with the Hosting Platform responsibilities of the Ordinance, without regard to these Guidelines or Appendix A. In doing so, Hosting Platforms shall comply with the requirements below.

- a) Hosting Platforms shall not process or complete any Booking Service transaction for any Person, unless the Person has a valid Home-Sharing Registration Number issued by the City.
- b) Hosting Platforms shall not process or complete any Booking Service transaction for any Host listing that has exceeded the authorized 120-day limit in one calendar year, unless the Host has obtained an Extended Home-Sharing approval.
- c) Hosting Platforms that commence listings in the City prior to facilitating Home-Sharing activity or providing Booking Services within the City shall provide the Department the contact information for an employee or representative responsible for responding to request for information, including requests related to possible violations of the Home-Sharing Ordinance. Hosting platforms must provide the required contact information to the Home-Sharing Unit by emailing planning.home-sharing@lacity.org within 14 days.
- d) Subject to applicable laws, a Hosting Platform with Listings in the City shall provide to the Department of City Planning, on at least a monthly basis, in a format as specified by the City, the Home-Sharing Registration Number of each Listing, the full name of the Person responsible for the Listing, the street address of each Listing, the number and length of each booking, and total number of nights booked that occurred within the reporting period.
- e) In the event a Hosting Platform has entered into an agreement with the Office of Finance to collect and remit Transient Occupancy Tax pursuant to Chapter II. (Licenses, Permits, Business Regulations), Article 1.7. (Transient Occupancy Tax) of this Code, and a Host has assigned the responsibilities for the collection and remittance of the Transient Occupancy Tax to the Hosting Platform, then the Hosting Platform and the Host shall have the same duties and liabilities, including but not limited to the collection and remittance of the tax to the City on a monthly basis.

The following provisions describe how Platforms may request an exception to LAMC Sections 12.22 A.32(f) 1-5) and 5C.3.2.I(1-5) by complying with Option 1 or 2 of these Administrative Guidelines. An exception will not be considered complete until the following are done:

- a) Hosting Platforms shall request eligibility for the exception in LAMC Sections 12.22 A.32(f)(6) and 5C.3.2.I.6 to the Department by sending an email to planning.home-sharing.platform@lacity.org detailing which provisions of Appendix A the Platform intends to utilize.
 - b) Platforms may be considered eligible for the exception when they receive written approval from the Department.
 - c) The exception period lasts until the Platform receives a written Notice of Non-Compliance from the Department that it no longer considers the Platform to be in compliance. A separate warning notice that details the areas of non-compliance must precede the Notice of Non-Compliance by at least 30 days. A meeting between the Department and the Hosting Platform to discuss the violation shall take place to attempt a good-faith effort to resolve the matter and obtain compliance within the first 14 days of the initial notice. Fines may be assessed for violations that occur after the Notice of Non-Compliance has been issued pursuant to LAMC Sections 12.22 A.32 (g) and 5C.3.2.J.
- 2) **Option 2. Comply with the Appendix A Provisions of Administrative Guidelines.** Appendix A describes how a Platform may satisfy the Hosting Platform responsibilities and therefore comply with the Administrative Guidelines pursuant to LAMC Sections 12.22 A.32(f)(6) and 5C.3.2.I.6 of the Home-Sharing Ordinance.

The primary Hosting Platform responsibilities, as provided in Appendix A, are to:

- Prevent unpermitted Booking Services;
- Provide contact information; and
- Share basic information on bookings.

Hosting Platforms that choose to comply with the Administrative Guidelines may select one of the two methods provided in Section II of Appendix A, to satisfy their responsibilities. Platforms interested in utilizing one of these methods shall submit a request via email to the Department at planning.home-sharing.platform@lacity.org and work directly with staff to establish access and written approval to utilize one of these methods. Both methods require compliance with Section I of Appendix A.

A copy of Appendix A is available on the Department's webpage (<http://planning.lacity.gov/project-review/home-sharing>).

- 3) **Option 3. Comply with the Provisions of an Approved Platform Agreement.** A Platform with a Transient Occupancy Tax collection agreement with the Office of Finance and who agrees to collect the Per Night Fee at such time it is adopted by the City Council may enter into a signed agreement (Platform Agreement) with the City, which establishes the manner in which the Hosting Platform supports the City's enforcement of the Ordinance and meets the purposes of the Platform Responsibilities LAMC Sections 12.22 A.32(f)(6) and 5C.3.2.I.6. The terms of a Platform

Agreement shall be set forth in a Master Platform Agreement approved by the City Council. Each individual Platform Agreement shall also be approved by the City Council.

IX. PROPERTY OWNER RESPONSIBILITIES

Property Owners may submit documentation to the Department related to Home-Sharing activity conducted by Tenants at an identified property, as permitted under the Home-Sharing Ordinance.

Property Owner submissions may include documentation such as:

- 1) **Authorization for a Tenant to Conduct Home-Sharing.** A Property Owner may authorize their tenant to conduct Home-Sharing at the Tenant's Primary Residence.
 - a) The City may require the Tenant to submit additional documents on the Property Owner's behalf if the Authorization for a Tenant to Conduct Home-Sharing form cannot be verified.
- 2) **Proactive Prohibition of Tenant Home-Sharing.** A Property Owner may proactively prohibit their tenants from obtaining a Home-Sharing Registration at the identified property.
- 3) **Revocation of a prior Authorization to Conduct Home-Sharing.** A Property Owner, who previously authorized their Tenant to conduct Home-Sharing may revoke that authorization.

If a Property Owner would like to revoke their authorization for their Tenant to participate in Home-Sharing at their property, they must complete and submit the Property Owner's Revocation of Previous Authorization to Conduct Home-Sharing form.

- 4) **Revocation of a prior Proactive Prohibition.** A Property Owner, who previously prohibited their Tenants from obtaining a Home-Sharing Registration for their property may revoke that proactive prohibition.

The City may require additional documents from the Tenant or Property owner if the abovementioned forms provided cannot be verified.

These forms and related instructions are available on the Department's webpage (<http://planning.lacity.gov/project-review/home-sharing>).

A Property Owner may be held responsible for Home-Sharing violations occurring on their property.

The City does not mediate disputes between Property Owners and Tenants related to Home-Sharing.

X. ENFORCEMENT OF VIOLATIONS

Fines for certain violations of the Ordinance are listed in LAMC Sections 12.22 A.32(g) and 5C.3.2.J; those penalties are in addition to any criminal, civil or other legal remedy established by law that may be pursued to address violations. Each enforcement action has its own process and procedure. A Host, operator, Hosting Platform, Property Owner, and/or identified responsible party may all be determined responsible and assessed fees for different enforcement actions, as described in the Ordinance.

A Host, operator, Hosting Platform, Property Owner, and/or responsible party is not required to be provided a notice before any enforcement of the Ordinance or of these Administrative Guidelines takes place. It is the responsibility of a Host, operator, Hosting Platform and/or Property Owner to maintain compliance with the Ordinance and these Guidelines.

The notice of violation will be served by the United States Postal Service. The notice will be addressed to the Host, operator, Hosting Platform, Property Owner and/or identified responsible party .

Additional information on Ministerial Revocation and Discretionary Modification, Discontinuation, and Revocation processes is contained in Section V of these Administrative Guidelines.

XI. COMPLAINTS

This section provides general information regarding how concerns related to Short-Term Rentals may be reported. Reporting methods and responsible agencies may vary depending on the nature of the issue. Individuals may refer to the Home-Sharing Public Records Portal to determine whether a short-term rental is registered.

- 1) **Issues Concerning Short-Term Rentals.** Concerns related to Short-Term Rentals, including but not limited to noise, gatherings, trash, parking, safety, or code-related issues, should be directed to the appropriate City department or enforcement agency based on the type of issue reported.

Residents may refer to the City Directory (<https://lacity.gov/directory>), including MyLA311 and other City department resources to identify the appropriate agency for reporting specific concerns.

- 2) **Disruptions at Registered Short-Term Rentals.** To report disruptive activity to the registered Host of a Short-Term Rental, please call the 24/7 Home-Sharing Line at (213) 267-7788. Only Hosts of registered Short-Term rentals can be contacted regarding disruptive activity that is reported.
- 3) **Unregistered Short-Term Rentals.** To report an unregistered Short-Term Rental, please refer to the Home-Sharing Program webpage for more information.

The City reserves the right to provide additional complaint intake resources in the future. Any of these additional resources will be made available on the Department's webpage (<http://planning.lacity.gov/project-review/home-sharing>).

XII. RESOURCES

Please visit the Home-Sharing Program webpage at planning.lacity.gov/project-review/home-sharing for the most current information, administrative documents, and other resources.