

# HOMESTAY HOW-TO

A Quick Guide





## WHAT IS HOMESTAY?

An owner-occupied dwelling unit where bedrooms are provided for compensation for fewer than thirty consecutive days with a maximum of four adult overnight guests. Vacation rentals, which involve the rental of a non-owner occupied dwelling, are not allowed.

## WHAT'S REQUIRED?

- ✓ Owner Occupancy  
Verification the homestay is occurring at the property owner's primary residence
- ✓ Number of Guests  
Overnight guests limited to no more than four adults
- ✓ Responsible Party  
A responsible party must be designated if the property owner is not available during a homestay rental
- ✓ Homestay permit  
Applications available at the Community Development Department office located at 919 Palm Street

## HOW TO GET A PERMIT?

- ① Pick up an application packet at the Community Development Department office located at 919 Palm Street
- ② Submit your completed application packet to the Community development Department office and remember to bring:
  - A copy of your tax bill indicating the homeowner's exemption at the subject property or other documentation
  - Site plan
  - Application fee payment, fee varies
  - Business license payment, fee varies
- ③ Allow 3-4 weeks for processing
- ④ Receive approval letter for Homestay rental (business license will follow separately)
- ⑤ Start hosting!
  - Transient Occupancy Tax (TOT) reporting will be required by the City Finance Department

\* Remember to include your business license number on any online advertisements or listings.

