



CITY OF INGLEWOOD

HOUSING PROTECTION DEPARTMENT

SHORT TERM RENTAL PERMIT APPLICATION CHECKLIST



Please note incomplete applications will not be processed.

APPLICATION CHECKLIST

<input type="checkbox"/>	STR Permit Application (Included)	Answer all questions on Short Term Rental (STR) application. Remit NON - REFUNDABLE application fee and ALL required documents.
<input type="checkbox"/>	Residential Rental Business Tax Certificate (Application Included)	All properties owners who are approved for an STR must have a Residential Rental Business Tax Certificate (RRBTC). If the STR application is approved, and it is determined that the property owner does not have an RRBTC, one must be obtained before the STR permit is issued. A Residential Rental Business Tax Certificate can be applied for through the Finance Dept. Upon approval of the RRBTC, the STR permit will be issued.
<input type="checkbox"/>	Proof of Ownership and Residency	Acceptable documentation for proof of ownership is a Grant Deed or Property Tax Bill, along with government issued Driver's License/Identification card. Acceptable documentation for proof of residency must include two of the following documents: Utility Bill, Government issued Driver's License/Identification card, Voter Registration card; Current Auto Registration; IRS Tax Return, or W-2 Form.
<input type="checkbox"/>	Transient Occupancy Tax (TOT) Assessment Form - (Included)	Provide a copy of ALL STR Monthly Earnings from January 1, 2022 to current (including months with no activity). A TOT Assessment Form has been included in the Application Packet (additional copies are located on the City's website: Short Term Rentals Inglewood, CA (cityofinglewood.org)). Must include a copy of the Monthly Earnings Statements from all advertising platforms for the month reporting.
<input type="checkbox"/>	Floor Plan (Sample Included)	Provide a floor plan or diagram of each bedroom, bathroom, office, den, kitchen, living room, etc., along with the location of smoke detectors, carbon monoxide detectors, and fire extinguishers in the unit.
<input type="checkbox"/>	Homeowner Association (HOA) Consent (If applicable)	HOA Consent to operate an STR must be on HOA letterhead including HOA contact information.
<input type="checkbox"/>	Interior and exterior photos of the Proposed STR Unit	Provide photos that will be used for STR advertisement. Photos must include a picture of the exterior property with the address, and interior photos of the bedroom, bathroom, and living room, etc.
<input type="checkbox"/>	Proof of Insurance	Provide proof of liability insurance to cover STR Host with a minimum limit of not less than \$500,000 or through an STR host platform that provides equal or greater coverage.

<input type="checkbox"/>	Owner Affidavit	Signed affidavit declaring that you are the owner of the subject property. (Affidavit must be notarized)
<input type="checkbox"/>	Consent to Inspect Form (Included)	Signed and Dated consent form for the City to conduct an interior and exterior Health and Safety Inspection of the subject property.
<input type="checkbox"/>	Host Operation Plan (Included)	Submit the signed and dated copy of the Host Operation Plan confirming that you have read and understand the terms.
POST APPLICATION CHECKLIST		
<input type="checkbox"/>	TOT Payment Plan Agreement (if applicable)	Transient Occupancy Tax Payment Plan Agreement for Short Term Rental earnings activity from January 1, 2022, through current for the proposed STR property.
<input type="checkbox"/>	Transient Occupancy Tax (TOT) Assessment Form - (Included)	When submitting the Transient Occupancy Tax (TOT) Payment, Hosts must provide the Short Term Rental TOT Assessment Form and the Monthly Earnings Statement from all Host platforms utilized.
<input type="checkbox"/>	Post permit number on listing	The permit number or a photo of your permit must be included in the listing on all short term rental postings.
<input type="checkbox"/>	Hosting Platform link or website Uniform Resource Locator (URL)	Provide the link or website URL of all Short Term Rental Host Platforms advertising the Dwelling Unit. This information shall be submitted within five business days of an applicant receiving an STR permit and placing an advertisement.