



CITY OF DANA POINT COMMUNITY DEVELOPMENT

33282 GOLDEN LANTERN
DANA POINT, CA 92629
(949) 248-3563

www.danapoint.org

OFFICE USE ONLY

PERMIT NO. _____

EXPIRATION DATE _____

SHORT TERM RENTAL PERMIT TRANSIENT OCCUPANCY TAX APPLICATION

Please list the address of each dwelling unit and fill out additional applications for each building you rent on a short term basis. *Note that a Short Term Rental Permit is required before you engage in short term property leasing.* In the event of an emergency, the information you provide below will be used to expedite police and fire response and to contact you.

PROPERTY OWNER INFORMATION

Owner Name: _____

Mailing Address: _____ Suite: _____

City: _____ State: _____ ZIP: _____ Email: _____

Phone: (____) _____ Emergency Phone: (____) _____

SHORT TERM RENTAL PROPERTY INFORMATION

Building Address: _____ Suite: _____

City: _____ State: _____ ZIP: _____ Email: _____

Phone: (____) _____ Number of Bedrooms: _____

AGENCY INFORMATION

If the property is represented by an agent(s) or rental company(s), please complete the following information below

Rental Company or Agent Name: _____

Business Address: _____ Suite: _____

City: _____ State: _____ ZIP: _____ Email: _____

Business Phone: (____) _____ Emergency Phone: (____) _____

My property is represented by more than one agent. List additional agents on a separate sheet of paper.

Is the property located in Homeowners Association? Yes No

If yes, please attach a copy of the Homeowners Associations CC&R's.

I acknowledge receipt and inspection of a copy of all regulations pertaining to the operation of a short term rental. I hereby certify under the penalty of perjury that I am authorized to make this statement and the information provided on this application is true and correct.

Owners Name _____

Signature _____

Date _____

OFFICE USE ONLY

INSURANCE _____

TOT CERT ISSUED _____

HOA APPROVAL _____

DATE _____

PERMIT NO. _____

APPROVAL _____

Notice: Short term rentals are permitted according to Dana Point business regulations but are not currently allowed by zoning regulations. Short term rental permits issued are subject to Zoning Code changes and approval by the California Coastal Commission, which are currently being sought by the City. You are taking a risk since the zoning currently does not allow short term rentals and may not be approved by the California Coastal Commission.

ADDITIONAL AGENCY INFORMATION

If the property is represented by an agent(s) or rental company(s), please complete the following information below

Rental Company or Agent Name: _____

Business Address: _____ **Suite:** _____

City: _____ **State:** _____ **ZIP:** _____ **Email:** _____

Business Phone: (____) _____ **Emergency Phone:** (____) _____

Rental Company or Agent Name: _____

Business Address: _____ **Suite:** _____

City: _____ **State:** _____ **ZIP:** _____ **Email:** _____

Business Phone: (____) _____ **Emergency Phone:** (____) _____

Rental Company or Agent Name: _____

Business Address: _____ **Suite:** _____

City: _____ **State:** _____ **ZIP:** _____ **Email:** _____

Business Phone: (____) _____ **Emergency Phone:** (____) _____