City of Pacific Grove
Community and Economic Development Department
300 Forest Avenue, Pacific Grove, CA 93950
Tel: (831) 648-3190 | Fax: (831) 648-3184 | www.cityofpacificgrove.org/str

Short-term Rental Program Contact Update Form

License Type ☐ Short-term Rental *(license #)* _____ ☐ Home Sharing *(license #)* _____

SEC I: Unit Information

Short-term Rental Address _____ Unit/Suite/Apt # _____

Total number of bedrooms _____ Total number of onsite parking spaces (e.g. garage, driveway, etc) _____

SEC II: Applicant Information *(Required)* ☐ *Owner* ☐ *Tenant (Owner consent required)*

Name _____ Phone _____ Email _____

Permanent Address

Street _____
City _____
State _____ Zip _____

Mailing Address (if different)

Street _____
City _____
State _____ Zip _____

SEC III: STR Site Manager Information *(Required if STR owner resides farther than 30 minutes by car from the STR address)*

Name _____ Phone _____ Email _____

Permanent Address

Street _____
City _____
State _____ Zip _____

Mailing Address (if different)

Street _____
City _____
State _____ Zip _____

SEC IV: STR Placard Information ☐ *Same as applicant's* ☐ *Same as Site Manager's* ☐ Other *(please describe below)*

Name _____ Phone _____ Email _____

Permanent Address

Street _____
City _____
State _____ Zip _____

Mailing Address (if different)

Street _____
City _____
State _____ Zip _____

SEC V: Transient Occupancy Tax (TOT)

Primary contact person for collecting and remitting TOT: ☐ Applicant ☐ Site Manager ☐ Other *(describe below)*

Name _____ Phone _____ Email _____

SEC VI: Online Hosting Platforms Information

Primary contact person for guests and managing bookings: ☐ Applicant ☐ Site Manager ☐ Other *(describe below)*

Name _____ Phone _____ Email _____

Please check all online hosting platforms on which you plan to list your home:

☐ Airbnb ☐ VRBO ☐ TripAdvisor ☐ Flipkey ☐ HomeAway ☐ Other _____

Note: ***All online listings must include the City-issued STR license number in the main title or property description areas of online listings. Existing STR license holders must provide a list of all online listing ID numbers and/or URLs via email to hnoori@cityofpacificgrove.org. First-time applicants must provide a list of all online listing ID numbers and/or URLs via email to hnoori@cityofpacificgrove.org as soon as a listing has been created or modified.***

I certify that the information provided in this application is true and correct. I agree to notify the City of Pacific Grove of any material change in the information provided in this application and/or any change in ownership of this property within 14 days of such change. I have reviewed Chapter 7.40 (Short-term Rental License) of the Pacific Grove Municipal Code (PGMC) which pertains to my use of the Short-term Rental License and I understand the conditions and requirements. I agree to pay the Transient Use Occupancy Tax as set forth in Chapters 7.40 & 6.09 of PGMC. I consent to an inspection of the property to verify any information in this application or at any time to assess compliance with PGMC § 7.40.

Owner's Signature (required) _____ Date _____

Site Manager's Signature (required) _____ Date _____