Instructions:
This registration form must be submitted for all “living accommodation” business licenses (except hotels/motels/inns) that intend to provide short-term rentals to person(s) occupying space for less than 30 days. The applicant must complete the Registration Form, sign and commit to the Terms of Agreement established below, and submit the Registration Form and Fee to the City of Mill Valley Planning Department.

Registration Fee:
A short-term rental Registration Fee of $50.00 must be submitted to the City of Mill Valley Planning Department with this Registration Form.

Required Conditions to Qualify for a Short-Term Rental:
1. Rental space must be a legally permitted space.
2. In Single-Family Residential Zoning Districts, on lots that have a secondary unit, the primary and secondary residence may not be rented out concurrently, consistent with Municipal Code Section 20.90.030(L).

Terms of Agreement:
1. A Business License, Registration Form and Registration Fee must be renewed annually.
2. A Transient Occupancy Tax Form must be submitted to the City and payment of monthly remittances, as required.
3. All short-term rental hosts shall provide a statement of the conditions which are applicable to the rental to each guest. The statement of conditions shall include:
   a. A maximum number of persons that may occupy the unit;
   b. A description of any available parking that is available for guests;
   c. An emergency contact person available to receive calls from the guest(s) at any time, day or night;
   d. Instructions for trash disposal;
   e. Information about the Mill Valley Noise Ordinance requirements; and
   f. Good Neighbor conduct is expected and includes limiting noise, parking with consideration for neighbors who live in the area, keeping trash in appropriate bins.
4. Review and consider providing materials available on the City’s website for guests: [www.cityofmillvalley.org/rentals](http://www.cityofmillvalley.org/rentals). (Materials include relevant City regulations such as the noise ordinance, emergency information and Chamber of Commerce visitor brochures).

Violation of Terms:
In the event the host or his/her guests violate the terms and conditions of this Short-term Rental Registration, the Business License shall not be reissued and the short-term rental shall cease for at least one year following its expiration date, unless good cause is shown that would prevent future violations, subject to the approval of the Planning Director.

REGISTRATION FEE WAIVED IF RETURNED BY OCT. 31, 2015
PLEASE COMPLETE THE FOLLOWING:

1. **Project Address:** ______________________________
   **Is this a renewal? Yes/No** If yes, indicate any changes below and sign.

2. **Type of Rental Space:**
   (Check all that apply and indicate number of units/rooms)
   - Room in Single-Family home (# of rooms: ____)
   - Entire Single-family home
   - 2nd Unit
   - Multi-family unit

3. **Occupancy:** Maximum number of persons to occupy the space at one time
   (including children) __________

4. **Parking:** Number of parking spaces on your property for use by guest(s) _________

5. **Emergency Contact Information:** Name and contact information for responsible person
   (over the age of 18) in case of emergencies.
   - **Name:** ________________________________  **E-mail:**________________________
   - **Address:** _______________________________________________________________
   - **Phone Numbers:** Primary #: ________________     Secondary #: __________________

ACKNOWLEDGEMENT & AGREEMENT TO TERMS AND CONDITIONS

*The applicant is responsible for the truth of all statements contained in this registration form. This form should not be signed unless the applicant has read it thoroughly and is certain of its truthfulness.*

I agree to comply with the Terms of Agreement and understand the consequences of violating these terms.

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<tr>
<th>APPLICANT NAME (PLEASE PRINT)</th>
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RETURN THIS FORM TO: Planning & Building Department, 26 Corte Madera Avenue, Mill Valley, CA 94941. For questions, please call (415) 388-4033.