



CITY OF SAN MATEO SHORT-TERM RENTAL REGISTRATION FREQUENTLY ASKED QUESTIONS (FAQ'S)

WHAT IS SHORT-TERM RENTAL REGISTRATION?

This registration allows the applicant to rent a single-family dwelling, part of a single-family dwelling, multi-family unit, condo on a short-term basis. A short-term basis is 30 days or less to the same person. A renter who signs a contract or lease for more than 30 consecutive days is not considered short-term and this STR Registration would not apply.

WHO NEEDS A SHORT-TERM RENTAL REGISTRATION?

Anyone who rents out any room or rooms, or portions of any legal dwelling unit – such as a single-family dwelling, accessory dwelling unit, multi-family unit, or condo – for residing, sleeping, or lodging purposes for less than 30 calendar days.

CAN ACCESSORY DWELLING UNITS BE USED FOR SHORT-TERM RENTALS?

Per section 27.19.060(a)(2) of the City's Municipal Code, Accessory Dwelling Units (ADUs) cannot be rented for less than 30 days; therefore, ADUs do not qualify as an eligible a short-term rental and cannot apply for a short-term rental registration.

WHAT IS THE COST OF SHORT-TERM RENTAL REGISTRATION?

The STR Registration costs \$250 per year (non-refundable) and are due for renewal July 1st of every year. Note when applying for STR Registration, the expiration is always July 1st of the same year.

HOW DO I APPLY FOR AN STR REGISTRATION?

You can apply online by visiting <https://sanmateo.hdlgov.com/home/index/strregistration>. Your questions can be directed to the City of San Mateo's third-party vendor HdL Lodging Tax at (650) 443-9056, or emailing customer support at SanMateoTOT@hdlgov.com.

IS THERE A LIMIT TO HOW MUCH I CAN RENT?

Yes. There is an annual limit of 120 days per calendar year, when hosts are not present. Hosted properties have no annual limit on the number of days they can be rented.



WHAT IS REQUIRED TO OPERATE A SHORT-TERM RENTAL?

In order to operate a short-term rental in the City of San Mateo, the following items are required:

- Business License—<https://www.cityofsanmateo.org/304/Business-License>
- Short-Term Rental Registration—<https://sanmateo.hdlgov.com/home/index/strregistration>
- Monthly remittance of the City Transient Occupancy Tax collected from your guests—<https://www.cityofsanmateo.org/3814/Transient-Occupancy-Tax>

WHAT IS TRANSIENT OCCUPANCY TAX?

Transient Occupancy Tax is a tax imposed on any person who, for any period of not more than 30 consecutive days, either at his own expense or at the expense of another, obtains lodging or the use of any lodging space in any public or private hotel, inn, short-term rental, hostelry, tourist home or house, motel, rooming house or other lodging place within the city offering lodging, wherein the owner and operator thereof, for compensation, furnishes lodging to any transient.

WHAT IS THE CITY'S TRANSIENT OCCUPANCY TAX RATE?

The City's Transient Occupancy Tax rate is 14%. Renters collect the tax from their guests and remit it to the City monthly.

HOW OFTEN DO I NEED TO RENEW MY REGISTRATION?

The short-term rental registration is an annual renewal and must be renewed each year, due July 1st. Also, please be aware that a business license is required in addition to the registration.

ARE THERE ANY PARKING REQUIREMENTS FOR MY GUESTS?

Properties with three or fewer bedrooms must provide at least one off-street parking space. Properties with four or more bedrooms must provide at least two off-street parking spaces.

IS THERE A LIMIT TO THE NUMBER OF GUESTS I CAN HAVE AT MY RESIDENCE?

Occupancy is limited to 2 people per bedroom or 10 people per property, whichever is less.



CITY OF SAN MATEO
TOT PROCESSING CENTER

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CAN MY GUESTS HOLD WEDDINGS, PARTIES, OR SPECIAL EVENTS AT THE PROPERTY?

Weddings, parties, corporate events, commercial functions, and any other similar events which have the potential to cause traffic, parking, noise, or other problems in the neighborhood are prohibited from occurring at the Short-Term Rental property.

WHY DO I NEED TO PROVIDE A LOCAL CONTACT PERSON?

A Local Contact Person is provided as part of registration application and renewal in order to assist with potential noise, parking, trash, or traffic issues. This person must be available 24 hours, seven days a week during the term of a rental stay. They must respond with 60 minutes and take remedial action to resolve any complaints.