



Short Term Rentals (STR) Checklist and Fact Sheet

Beginning July 1, 2019, property owners who use their property for short term rentals or STRs are required to register their STR with the City. This document is intended to guide you through the process of registering your STR property, provide a checklist to ensure all steps have been followed and answer some of the most common questions.

Frequently Asked Questions

What is a Short-Term Rental (STR)? An STR is the rental of any room or rooms, or portions thereof, in any residential dwelling unit for residing, sleeping or lodging purposes for thirty (30) or fewer consecutive calendar days.

Who can operate an STR? Any person who is the owner of record of residential real property, or the lessee of residential real property pursuant to a written agreement for the lease of such real property, who offers that dwelling unit, or portion thereof, for short-term rental either through a hosting platform or individually.

May I use my Accessory Dwelling Unit (ADU) for STRs? Yes. You may use your permitted ADU for STRs. If you are present onsite in the other dwelling unit during the rental, the rental is considered hosted.

Are STRs subject to the Community Stabilization Fair Rent Act (CSFRA)? By definition, STRs are rentals of 30 or fewer days. Such rentals are not subject to CSFRA.

What City approvals are needed to operate an STR? STR Registration, Business License, Including Self-Certification Affidavit Form, Transient Occupancy Tax (TOT) registration and ongoing, quarterly self-reporting and payment of TOT to the City.

What is Transient Occupancy Tax (TOT)? The City imposes a tax in the amount of 10 percent of the amount of rent charged for occupying a hotel or short-term rental to offset the impacts visitors have on City resources and infrastructure during their stay. More information at MountainView.gov/TOT.

How many guests may stay in my STR? Per the California Building Code, Chapter 3, Section 310.5 – Use and Occupancy Classifications, STRs are considered congregate residences, and must have 10 or fewer occupants.

Where can I get more information, download required forms, register my STR and learn about operations standards? Visit the City website at MountainView.gov/STR.

Checklist to Register Your STR

Get a business license with forms available at MountainView.gov/STR

complete the business license application form

complete the self-certification affidavit form

Complete the TOT Registration form available at www.MountainView.gov/TOT

Submit all three forms to the City by:

Bring the forms in to the Community Development Department on the 1st Floor of City Hall (500 Castro St., Mountain View

OR

Mail the completed forms to:

City of Mountain View, Finance & Admin Services Department, PO Box 7540
Mountain View, California, 94039

OR

Email the completed forms to

finance@mountainview.gov

Wait 4 to 5 business days for Finance and Admin Services Department to process and provide a business license number.

Submit an STR Registration Application online at MountainView.gov/STR and clicking on the STR Registration Portal link under “Registration.”

You will be required to upload your business license information and affidavit in order to complete the registration.

After registration, you will be directed to make a fee payment based on the information that you reported.

The current fee schedule is available at MountainView.gov/STR.

ONGOING EACH QUARTER: Complete a Transient Occupancy Tax (TOT) Return and mail it with your payment to City of Mountain View, Finance & Admin Services Department, PO Box 7540, Mountain View, California, 94039 or bring them in person to the City Hall Finance and Admin Services on the Second Floor at 500 Castro St., Mountain View.