



CITY OF CHULA VISTA | SHORT-TERM RENTAL

GOOD NEIGHBOR OWNER INSTRUCTIONS

PROPERTY OWNERS AND MANAGERS

Proactive communication helps create a good relationship with guests and with neighbors. The *Good Neighbor – Owner Handout* must be distributed and the *Good Neighbor – Guest Guidelines* must be posted.

- 1. Apply** for a Short-Term Rental Permit from the City of Chula Vista Development Services Department.
- 2. Apply** for a Business License and register to pay Transient Occupancy Taxes (TOT) with the City of Chula Vista Finance Department.
- 3. Complete and distribute** the *Good Neighbor – Owner Handout* to adjacent properties, and whomever else relevant.
- 4. Submit** the address distribution list to the City.
- 5. Ask** neighbors if you may personally communicate directly with them and keep their contact information handy, including: name, phone number, property address, date, and method of contact.
- 6. Post** the *Good Neighbor – Guest Guidelines* handout at eye-level inside the house next to the rental’s main entrance.
- 7. Distribution List.** The ordinance requires the *Good Neighbor – Owner Handout* be given to each property owner and/or resident of address with an adjoining property line or directly across the street or alley. Please list the addresses included in your distribution; mark row as N/A if not applicable.



Address #1: _____

Address #2: _____

Address #3: _____

Address #4: _____

Address #5: _____

Address #6: _____

Address #7: _____

Address #8: _____

Address #9: _____

Address #10: _____