

Date: _____

Property Owner Address:

(All property owners within 100 feet of the perimeter of the property are required to be notified)

Subject: Vacation rental for _____, this property is permitted as a non-hosted permit / home-share permit (please circle one).

Dear Neighbor,

City Ordinance requires that I, the landowner of the above property, notify you that I have received a permit to use this residence as a short-term rental. The ordinance includes a number of development standards that are intended to minimize the impact of short-term rentals on neighboring residents. These include:

Parking & Occupancy Limits: The Permittee shall limit (i) parking on public streets, (ii) overnight occupancy, and (iii) daytime guests of the Short-Term Rental property to the numbers specified in the following table:

# of Bedrooms	Minimum On-site Parking	Total # of Overnight Occupants (9 pm. to 7 a.m.)	Maximum # of Daytime Occupants (7 a.m. to 9 p.m.)
0 / 1 bedrooms	1	2	6
2 bedrooms	2	4	8
3 bedrooms	3	6	10
4 bedrooms	4	8	12
5 bedrooms	5	10	14

The subject property is permitted to rent out _____ bedrooms which requires _____ on-site parking spaces. Our overnight occupants are limited to _____ and daytime occupants are limited to _____.

Noise/Special Events: The ordinance requires renters and/or Guests of the short-term rental property do not create unreasonable noise or disturbances, engage in disorderly conduct, or violate provisions of this Code, including but not limited to City noise regulations including Paso Robles Municipal Code Chapter 9.07 (Prohibited Conduct) and Chapter 21.60 (Noise). The short-term rental property cannot be used for any gathering where the number of persons will exceed the permitted daytime occupancy limits, as listed in the table above.

Owner Response to Complaints: The owner or authorized agent must be available to respond to any nuisance complaints within 30 minutes, at all times when the short-term rental is rented. The non-emergency hotline telephone number for receiving complaints regarding the operation of any short-term rental property is **805-329-3336** or submit online at <https://secure.hostcompliance.com/tips/type>. The nature of the complaint will be forwarded to either the owner or their authorized agent, if any, for immediate resolution of the complaint. If the complaint is not resolved within 30 minutes, a new complaint should be lodged at the same phone number, 805-329-3336, and if necessary, to the Paso Robles Police Department at 805-237-6464.

If any issues arise, please contact myself, my authorized agent or the City hotline. A copy of the good neighbor brochure is also being provided to you.

Sincerely,

(owner or authorized agent)

(Telephone)

A copy of the letter sent and corresponding mailing list shall be submitted to the City within 10 days of permit issuance.