



COMMUNITY DEVELOPMENT DEPARTMENT
PLANNING DIVISION
AUTHORIZED AGENT DESIGNATION

1000 Spring Street
 Paso Robles, CA 93446
 Phone: (805) 237-3970
 planning@prcity.com

This form to be completed by the property owner only when designating an authorized agent to act on the owner's behalf as the operator, manager and/or contact person for a non-hosted accommodation, as defined in Chapter 21.34 of the Paso Robles Municipal Code.

 Property Address

Excluding the Owner's Declaration and Verification of Property Information Form, the execution of which I understand is my personal responsibility, I hereby authorize the following person to act as my authorized agent to **[check all that apply]** operate, manage and/or serve as the contact person for my non-hosted accommodation, as that term is defined in Chapter 21.34 of the Paso Robles Municipal Code.

 Authorized Agent Name

 Authorized Agent Home Address

 Authorized Agent Email

 Authorized Agent Telephone

(This is the number used for complaints that come into the Hotline, agents are required to report to the city via the Hotline within 30 minutes from receiving the call and clarify how the complaint was resolved. Failure to do so will result in a strike against the permit.)

Please check the box if you want your designated agent to also manage your business license and transient occupancy tax reporting & renewing.

I declare under penalty of perjury that I am the property owner for the address listed above and I personally filled out the above information and certify its accuracy. Note: A copy of the owner's driver license, form notarization, or other verification acceptable to the City is required to be presented when the short-term rental permit application is filed to verify the property owner's signature.

 Property Owner's Name (please print)

 Property Owner's Signature

 Date

Permit Application #: _____ (to be filled out by staff)