



SHORT-TERM RENTAL WORKSHOP

CITY OF MONTEREY PARK
PLANNING DIVISION

OCTOBER 21, 2024



What is a Short-Term Rental (STR)?

- Also known as vacation rental.
- A dwelling unit
 - Not located in a hotel or motel
 - Rented to people < 30 consecutive days.
- Not permitted for ADU's or JADU's.



✓ Entire Dwelling



✓ Single Room



✗ ADU/JADU



Overview

- MPMC Chapter 21.09 – Ordinance No. 2200 (2020)
- STR Permit Requires:
 - Surety Bond
 - Transit Occupancy Tax (TOT)
 - Neighbor Notification
 - Nuisance Response Plan
- HdL ensures collection of TOT



STR Permit Application Process

1

DOWNLOAD
APPLICATION
PACKAGE

[CLICK HERE TO
DOWNLOAD](#)

Short Term Rental
Application
Package

2

COMPLETE
APPLICATION

- Notarize Application Form & Nuisance Response Plan
- Register for Transient Occupancy Tax
- Obtain Surety Bond
- Obtain STR insurance

3

MAIL NOTICE TO
NEIGHBORS
(30 DAYS BEFORE
APPLYING)

- Complete Radius Map/Labels
- Send out notices 30 Days **Prior** to Submittal



4

SUBMIT
APPLICATION
TO CITY

- Submit application via email to:
PlanningPermitCounter@MontereyPark.CA.Gov
- Pay for Application



5

10 WORKING
DAYS AFTER
SUBMITTAL

- Permit Issuance,
- Permit Denial, or
- Request for Additional Information





Step 1: Download Application Packet



SHORT-TERM RENTAL CHECKLIST

Community Department Department
Planning Division

The following items are required at the time of your application submittal:

	For Staff Use Only
This Checklist Submit this checklist along with the items below.	
1 Administrative Application Signed by the property owner and notarized with a General All-Purpose Acknowledgement.	<input type="checkbox"/>
2 Nuisance Response Plan Complete Nuisance Response Plan.	<input type="checkbox"/>
3 Transient Occupancy Registration Confirmation Provide email confirmation of registration through HdL. https://montereypark.hdlgov.com/Home/Index/TOT	<input type="checkbox"/>
4 Proof of Homeowner's or Renter's Insurance for the Short-Term Rental	<input type="checkbox"/>
5 Surety Bond A surety bond in the amount of \$1500 in a form required by the Short-Term Rental Ordinance; See Surety Bond section.	<input type="checkbox"/>
6 Indemnity Statement See Hold Harmless Statement to be notarized and signed by the property owner.	<input type="checkbox"/>
7 Radius Map and Ownership List Copy of the radius map and list of property owners as per #8 below. Radius map will be measured from subject property perimeter lines. included in this	<input type="checkbox"/>
8 Affidavit of Mailing Notices This affirms that, at least 30 days before filing an application, occupants of all residences and businesses located within 200 feet from the proposed short-term rental were notified of the proposed permit and were informed in writing in a form acceptable to the City of the proposed use and the contact information with the City. A template for the notice is included after the affidavit.	<input type="checkbox"/>
9 Application Fees See Fee Schedule.	<input type="checkbox"/>

Do Not Write Below This Line

Date stamp



montereypark.ca.gov/1466/Starting-a-Business-in-Monterey-Park



Step 2: Complete Application

- Notarize Application Form & Nuisance Response Plan
- Register for Transient Occupancy Tax
- Obtain Surety Bond
- Obtain STR Insurance

EVIDENCE OF PROPERTY INSURANCE		DATE (MM/DD/YYYY)
THIS EVIDENCE OF PROPERTY INSURANCE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE ADDITIONAL INTEREST NAMED BELOW. THIS EVIDENCE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, REPEAL OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS EVIDENCE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE ADDITIONAL INTEREST.		05/23/2023
AGENCY LANVO INSURANCE AGENCY 8942 GARDEN GROVE BLVD 206 GARDEN GROVE, CA 92844 FAX: 714-486-6210 EMAIL: lanvo@lanvoinsurance.com PHONE: 714-486-6210 WEBSITE: lanvo.com	COMPANY AMERICAN FARM PROPERTY & CASUALTY INSURANCE	
INSURED TOM LEE 320 WEST NEWMARK AVE MONTEREY PARK, CA 91754	POLICY NUMBER 103544559 EFFECTIVE DATE: 05/24/2023 EXPIRATION DATE: 05/24/2024 CONTINUED UNTIL: <input type="checkbox"/> TERMINATED IF CHECKED: <input type="checkbox"/>	
PROPERTY INFORMATION LOCATION/DESCR: SHORT TERM RENTAL SAME AS ABOVE		

SURETY BOND		BOND NO. _____
KNOW ALL PERSONS BY THESE PRESENTS: That <u>John Smith</u> as Principal, and the undersigned, as corporate Surety, are held and firmly bound unto the City of Monterey Park, State of California, as Obligee, in the sum of One Thousand, Five Hundred Dollars (\$1,500.00) for which sum we bind ourselves, our heirs, executors, administrators, successors, and assigns, jointly and severally by these presents.		
The CONDITION of the above obligation is such that: WHEREAS, the Principal is the owner of real property located at _____, MONTEREY PARK, CA 91754 (address) which is subject to City of Monterey Park Ordinance ("MPMC"), Short-Term Rentals Ordinance, Chapter 21.09 et seq.; and		
WHEREAS, the Principal is legally obligated to provide this surety bond issued by a surety licensed to do business in the State of California carrying and A.M. Best Financial Strength Rating of at least "A" and naming the City of Monterey Park as a bond obligee to accompany the permit application to rent described property as a short-term rental; and		
WHEREAS, the Principal, as a condition to issuance of a permit to rent said property as a short-term rental is required, pursuant to MPMC Section 21.09.130, to execute a bond guaranteeing payment of any civil penalty assessed and unpaid pursuant to Chapter 4 of the MPMC;		
NOW THEREFORE, should the Principal be assessed a civil penalty pursuant to the MPMC for non-compliance with MPMC Chapter 21.09 et seq., and fail to pay such civil penalty, and, upon demand by the Obligee, Surety shall pay to the Obligee the amount of this civil penalty, and shall also, in case suit is brought upon this bond, pay to Obligee court costs and reasonable attorney fees, to be fixed by the Court. The aggregate liability of the surety hereunder on all claims whatsoever shall not exceed the penal sum of this bond in any event.		
PROVIDED, however, that the Surety may cancel the bond and be released of further liability hereunder by delivering a written notice to the City of Monterey Park. Such cancellation shall not affect any liability incurred or accrued under prior to the termination of the thirty (30) day period.		
Date of this bond: _____ day of <u>FEBRUARY</u> , 20 <u>23</u> .		
		_____ (Name of Principal)
By: _____		Signature
Title: _____		
		MERCHANTS BONDING COMPANY (MUTUAL) (Name of Surety)
By: _____		Signature (Agent) <u>ZACH STAIRWALT - ATTORNEY-IN-FACT</u>
Address: _____		PO BOX 14498
City/State: _____		DES MOINES, IA 50306

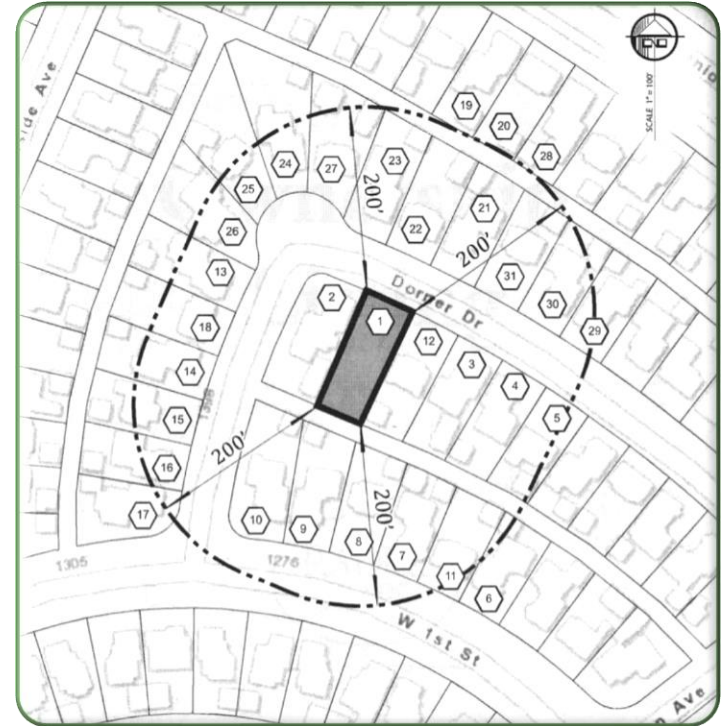


Step 3: Mail Notice to Neighbors

Complete Radius Map & Labels

APN#000-00-000
Owner Name
Street Address
City, State Zip Code

Use Template letter to send to neighbors



Notices must be sent **30 days prior** to application submittal

📍 Step 4: Submit Application To City

Submit Application Via Email to

PlanningPermitCounter@MontereyPark.CA.Gov

📍 Step 5: City Review





Transient Occupancy Tax (TOT)

- What is TOT?
 - Tax on visitors, tourists or others using hotels, motels & short term rentals.
- What is TOT used for?
 - Fund local services that visitors use when staying in the City.

Current Rate: 12%



HdL Companies- STR Discovery & Compliance

- **Processing TOT-** filing and payments can be processed online.
- **Achieving Compliance** - sends community outreach letters to new STR advertisers with next steps.
- **Support & Resources** - available to help file your Transient Occupancy Taxes or answer questions.

HdL  Companies

(626) 599-6233 or

MontereyParkTOT@hdlgov.com



Filing Transient Occupancy Tax (TOT)

<https://montereypark.hdlgov.com/Home/Home/TOT>



MONTEREY City of Monterey Park
PARK | *California* Processing Center

Process

1. Enter your account number and PIN below.
2. Verify your hotel/motel/STR account information.
3. Provide collected rent and exemptions information to calculate your amount due.
4. Provide payment information.
5. Print a copy of your receipt.

STR Best Practices

- **Clear House Rules:** Include noise ordinances.
- **Open Communication:** Stay in touch with guests and neighbors.
- **Professional Cleaning:** Maintain high cleanliness standards.
- **Regular Maintenance:** Address issues proactively.
- **Know Local Laws:** Stay updated on regulations.
- **Safety Features:** Ensure property is code compliant.
- **Emergency Info:** Provide local contact details.





Code Compliance

- **Addressing Community Concerns** - inspects complaints, cases opened if necessary.
- **Resolving Issues** - unpermitted STR's given clear steps & timelines.
- **Achieving Compliance** – guidance to obtain permit.
- **Support & Resources** – assistance in the permit process.

Code Compliance Contact

626-307-1415 or

codecompliance@montereypark.ca.gov