



Hawthorne Planning Department

Short Term Rental Application

What is a Short-Term Rental (STR)? A short-term rental, as defined by the Hawthorne Municipal Code (HMC), is the offering of a dwelling for rent for no more than thirty consecutive days as a way of generating rental income. The HMC allows hosted, un-hosted, and vacation rentals, subject to limitations, per HMC Chapter 17.74.

What is required to obtain a Short-Term Rental (STR) Permit? The Planning Department requires completion of a Master Land Use Application, Supplemental Application Forms and submittal of additional pertinent documents, as required by the Planning Department. The Planning Department will review the application and supplemental materials and, if approved, the applicant(s) will be required to apply for a City business license with the Department of Finance as well as complete a Transient Occupancy Tax (TOT) Registration Certificate.

Short Term Rentals (STR) may be permitted in the following types of properties:

Type of Property	Type of STR Permitted	Number of Qualified Units
Single Family Residence (SFR)	Home-Sharing & Vacation Rental*	1
Duplex	Home-Sharing	1
Triplex	Home-Sharing	2
Multi-Family Residential (4 or less units)	Home-Sharing	2
Multi-family Residential (5+ units)	Not qualified	0
Condominium	Home-Sharing & Vacation Rental*	1
Planned Unit Development (PUD)	Home-Sharing & Vacation Rental*	1

* Vacation Rentals are secondary units, not occupied by the property owner, and only qualify for a 90 day per year rental as a STR.
 Note: STR's will not be permitted in Section 8 Housing nor in Accessory Dwelling Units (ADU).

The following items are required for review of a Short-Term Rental (STR) in the City of Hawthorne:

- Completed Forms:
 - Application Form for Short-Term Rentals
 - Owner's Affidavit
 - Property Inspection Self-Certification for Short-Term Rentals
 - Short-Term Rental Affidavit of Primary Residence
- All applicable items required per HMC Section 17.74.020 (A).

Filing Date:	Hearing Date:	Case No.	General Plan Designation:	Current Zoning:
Project Planner:		Outcome:		



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TYPE OF SHORT-TERM RENTAL (STR) APPLYING FOR:

Home-Sharing:

A property in which the host lives on-site. The STR is typically available for temporary lodging for periods of 30 (thirty) consecutive days or less.

Is the STR a hosted or an un-hosted residential unit (select one):

- Hosted Stay - The host remains on-site throughout the guest's stay (except during daytime and/or work hours).
- Un-Hosted Stay - The host remains off-site during the guest's stay.

Vacation Rental:

A secondary residence not located on the same lot as that of the owner's primary residence

Is the property part of a Home Owners Association (HOA)?

- No
- Yes – Written and notarized approval from an authorized representative of the HOA, on official HOA letterhead, is required.

Note: Property regulations such as deed restrictions or Covenants, Conditions, and Restrictions (CC&R's) of homeowner's associations may restrict or prohibit STRs even if such use is allowed by City Regulations. Applicants must determine if these are permitted and must obtain approval prior to applying for City approval.

Short Term Rental (STR) Address (list all units – use additional sheets if necessary):

Number	Street	Unit(s)	City	State	Zip
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Number of units on the property: _____ Number of units utilized as a STR: _____

Number of parking spaces on-site: Driveway: _____ Garage: _____

Number of parking spaces provided for each STR unit(s): Unit: _____ # of spaces: _____

Unit: _____ # of spaces: _____

Total number of full-time occupants on property (answer only if you checked "Home-Sharing" above): _____

Unit: _____ # of occupants: _____ Unit: _____ # of occupants: _____

Unit: _____ # of occupants: _____ Unit: _____ # of occupants: _____



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RESIDENT/HOST INFORMATION:

Primary Resident:

First Name: _____ Last Name: _____

Phone: _____ Email: _____

Provide mailing address (if different from STR location):

Number Street Unit City State Zip

In relation to the property, where the STR unit(s) is located, is the applicant the:

Property Owner Lessee* Sub-lessee*

**If you are the Lessee or Sub-Lessee, the owner must provide notarized authorization granting permission.*

OPERATIONS INFORMATION:

STR Emergency Contact Information:

Provide point of contact (24 hours accessible). The contact can be the STR operator or a designee of the operator:

Operator Designee

Name: _____ Phone #: _____

Address: _____

Email: _____

Operator Designee

Name: _____ Phone #: _____

Address: _____

Email: _____



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Hosting Platforms:

List all hosting platforms (i.e. Airbnb, VRBO, HomeAway, Management company, etc.) the property will be advertised through. Provide listing numbers and/or contact information associated for each platform (use additional sheets if necessary):

Hosting Platform: _____	Your Listing #: _____
Website: _____	
Contact Name: _____	Phone #: _____
Email: _____	

Hosting Platform: _____	Your Listing #: _____
Website: _____	
Contact Name: _____	Phone #: _____
Email: _____	

Hosting Platform: _____	Your Listing #: _____
Website: _____	
Contact Name: _____	Phone #: _____
Email: _____	

-----Planning Department Use Below-----

Comments



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Owner's Affidavit for Short-Term Rentals

(Form MUST be notarized)

Under the penalty of perjury, I/we attest that I/we am/are the owner(s) of record for the property associated with this application, and I/we authorize this application to be filed. Further, I/we do, by my/our signature(s) on this agreement, absolve the City of Hawthorne of all liabilities regarding any deed restrictions that may be applicable to the property described herein. If the request is approved, I/we am/are willing to record a covenant that may restrict the use of my/our property as related to this request. I/we furthermore authorize the authorized agent named in this application to act as my representative.

I/We declare that all encumbrances on the subject property are shown on the submitted site plan (or attached on a separate sheet) and that the purpose of all encumbrances (and ownership of all easements) is stated. In the case of a tentative map, I/we further declare that the property involved in this application is free from all encumbrances that would conflict with the project application; particularly dedications of the right to further subdivide/consolidate to the County of Los Angeles or City of Hawthorne.

I/We hereby grant the City admittance to the subject property as necessary for processing of the project application.

I/We declare under penalty of perjury that the foregoing statements and answers herein contained and information herewith submitted are in all respects true and correct to the best of my knowledge and belief.

Signature: _____ Print name: _____

Signature: _____ Print name: _____

Signature: _____ Print name: _____

Please Note: If owner is a corporation, LLC, partnership, or trust, an ownership disclosure must be submitted that reveals the agent for service of process or an officer of the ownership entity. This may be verified by providing a copy of corporate articles, partnership agreement, or trust document, as applicable. In the event that the ownership does not match the City Records a Grant Deed is required to confirm ownership. Ownership on the deed must match exactly with the ownership listed on the application.

ALL-PURPOSE ACKNOWLEDGMENT AND AFFIDAVIT

State of California

County of _____

On _____ before me, _____

(Insert Name of Notary Public and Title)

Personally appeared _____ who proved to me on the basis of satisfactory evidence to be the person(s) whose names (s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf on which the person(s) acted, executed the instrument.

I certify under the PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal

_____(Seal)

Signature



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Property Inspection Self-Certification for Short-Term Rentals

(A self-certification form is required for each unit – Form **MUST** be notarized)

Property Owner/Lessee Name: _____

STR Address: _____

Assessor Parcel Number (APN): _____

Provide photos showing the following areas of the STR (label photos accordingly):

Exterior Interior Front Entrance Front Entrance Other

The STR must meet all of the following standards (must be initialed by the Property Owner or Lessee):

_____ I certify that all sleeping rooms are provided with one operable window or door in addition to entry into the room.

_____ I certify that each sleeping room and hallway has a functional smoke detector. The smoke detectors are installed in accordance to applicable regulations.

_____ I certify that carbon monoxide devices have been installed and meet the standards of all applicable regulations.

_____ I certify that no double-keyed dead bolt locks are installed on exit doors and all exit doors are operational and not obstructed.

_____ I certify that the property does not contain hazardous conditions related to stairs, guardrails, decks, balconies, water heaters, heating and air conditioning equipment, electrical panels, swimming pools and spas. The equipment is in safe operating condition in accordance to all applicable regulations.

_____ I certify that the unit complies with all applicable requirements of the Hawthorne Municipal Code, including Fire and Building and Safety regulations.

I _____ conducted an inspection of the property proposed to be utilized for a STR on _____. Based on the inspection, I find that it is safe to occupy for residential purposes and, in its present condition, poses no hazard to life, health, or public safety. I hereby certify under the penalty of perjury that the information given is true and correct. I understand that the City of Hawthorne may rely on this certification as to the safety of this property for residential use as short term lodging by the public in deciding whether to approve the application for a license to operate this property in its present condition for a Short Term Rental use.

Certification completed by: Applicant (print, sign, & date below) Third Party Inspector (complete all sections below)

Print Name: _____ Signature: _____ Date: _____

Company: _____ License #: _____

Address: _____ Phone #: _____



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Short-Term Rental Affidavit of Primary Residency

(form MUST be notarized)

I, _____ declare under penalty of perjury on the _____ day of _____, 20_____, that I am the primary resident of the Short-Term Rental and that I legally reside on said property located at:

Address: _____

Assessor Parcel Number (APN): _____

Proof of residency documents:

Acceptable proof of primary residence must include evidence of the following documents which specifically identify both the applicant by name and the subject project address:

The following document is required:

Homestead Tax Exception for the property

Choose two (2) of the following additional documents to submit as proof of residency (required):

Motor Vehicle Registration *Voter Registration* *Bank Account Statement*

Utility Bill *Credit Card Bill*

Income Tax document (showing the residential unit as the host's primary residence)

EXECUTED _____ day of _____, 20 _____

Signature of Resident

Signature of Resident

STATE OF CALIFORNIA)

)ss

COUNTY OF LOS ANGELES)

I CERTIFY that I know or have satisfactory evidence that _____ signed the forgoing instrument and acknowledged it to be his/her/their free and voluntary act for the uses and purposes mentioned in the instrument.

DATED: _____

SIGNATURE OF NOTARY PUBLIC: _____