



# City of Malibu

23825 Stuart Ranch Road · Malibu, California · 90265-4861  
Phone (310) 456-2489 · Fax (310) 456-3356 · [www.malibucity.org](http://www.malibucity.org)

## SHORT-TERM RENTAL PERMIT APPLICATION AMENDMENT REQUEST

**All applications are subject to review and audit. Permits will be denied or revoked if the owner has knowingly made any false, misleading or fraudulent statement of material fact in the original application or the permit application amendment request.  
Please complete this form in black or blue pen.**

SHORT-TERM RENTAL PERMIT NUMBER: \_\_\_\_\_

ASSESSOR'S PARCEL NUMBER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

### PROPERTY OWNER INFORMATION

**If any of the property owner information has changed since submitting the original application, please fill out the below information. If the owner has changed, please enclose a copy of the Grant Deed (and Operating Agreement if applicable.)**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE #: \_\_\_\_\_ EMAIL : \_\_\_\_\_

**If there are no changes to be made to the Property Owner Information section, please initial here \_\_\_\_\_.**

### 24/7 CONTACT INFORMATION

The owner or designated owner's agent must be available twenty-four (24) hours a day, seven (7) days a week, at the phone number provided below to answer any call from the City, an agent authorized by the City to make such calls and any guests staying at the property when the dwelling unit is being rented. The owner may designate an owner's agent with access to the dwelling unit and authority to fix any problems or violations of Malibu Municipal Code 17.55. Any changes to the owner's or designated owner's agent 24/7 contact information must be submitted to the City to amend the application and be approved 1 week prior to the rental. The contact information will be made available to the public upon request.

**If you would like to change the 24-hour owner's agent contact information listed for the property, please provide the below information.**

NAME: \_\_\_\_\_

PHONE #: \_\_\_\_\_

**If there are no changes to be made to the 24/7 Contact Information section, please initial here \_\_\_\_\_.**

**DWELLING UNIT INFORMATION**

If you wish to change the dwelling unit information previously provided, please provide the updated information below.

Please check the type of dwelling and enter the number of bedrooms listed on City or County records:

"Bedroom" means any habitable space in a dwelling unit other than a kitchen or living room that is intended for or capable of being used for sleeping, is at least 70 square feet in area, is separated from other rooms by a door and is accessible to a bathroom without crossing another bedroom.

- Single Family Residence. The number of bedrooms is \_\_\_\_\_
- Single Family Residence – Second Unit. The number of bedrooms is \_\_\_\_\_
- Condominium (Individually owned unit). The number of bedrooms is \_\_\_\_\_
- Multi-Family. The total number of multi-family units on the property is \_\_\_\_\_

For multi-family properties, provide the following information for all the units which are intended for short-term rental:

Unit No.											
# of Permitted Bedrooms per Unit											

If there are no changes to be made to the Dwelling Unit Information section, please initial here \_\_\_\_\_.

**ATTESTATIONS AND ACKNOWLEDGEMENTS**

I attest, under penalty of perjury, the following statements are true (initial each item):

I am the owner of the property located at \_\_\_\_\_,  
 I have read and understand the requirements of Malibu Municipal Code Chapter 17.55 "Short-Term Rental of Property" and will comply with its provisions. **Initials:** \_\_\_\_\_

The short-term rental of the property is not prohibited by Covenants, Conditions and Restrictions (CC&Rs), or rules or restrictions of a homeowners association or similar association, and I have notified such association that I am applying for a short-term rental permit. I will retain proof of notification for the duration that I maintain a short-term rental permit for the property. **Initials:** \_\_\_\_\_

I have paid all transient occupancy tax owed to the City as of today's date and am in compliance with Malibu Municipal Code Chapter 3.24 "Transient Occupancy Tax" including its recordkeeping requirements. **Initials:** \_\_\_\_\_

The information in this application is correct including the number of bedrooms I have listed for the dwelling unit(s) (or portion thereof) that is to be rented on a short-term basis. **Initials:** \_\_\_\_\_

The Property is not currently subject to code enforcement action, and any such action or citation has been cured and all fines paid. **Initials:** \_\_\_\_\_

Fire extinguishers, smoke detectors, carbon monoxide detectors, and other basic health and safety features are provided at the Property and are fully charged, operational, and easily located, and will remain so during the duration of this permit's operation. **Initials:** \_\_\_\_\_

I, or my designated Owner's Agent, will be available twenty-four (24) hours a day, seven (7) days a week, at the phone number provided in this application and will answer any call from the City, and guests staying at the Property. **Initials:** \_\_\_\_\_

I will provide full access to the Property and documents related to compliance with this Chapter, during normal City Hall business hours or at any time the dwelling unit (or portion thereof) is rented, immediately upon request by the City Manager or her/his designee for purposes of inspection or audit in compliance with federal and state law. **Initials:** \_\_\_\_\_

If I have listed an Owner's Agent in this application, I will ensure that Owner's Agent fulfills my obligations under the Municipal Code and that I will be responsible for any actions or inaction taken by my Owner's Agent. My Owner's Agent will be available twenty-four (24) hours a day, seven (7) days a week, at the phone number provided in this application and will answer any call from the City and guests staying at the Property. My Owner's Agent is authorized to, and will, provide full access to the Property and documents related to compliance with this Chapter, during normal City Hall business hours or at any time the dwelling unit (or portion thereof) is rented, immediately upon request by the City Manager or her/his designee for purposes of inspection or audit in compliance with federal and state law. **Initials:** \_\_\_\_\_

I will provide all guests with the Short-term Rental Code of Conduct and post the same on the inside of the main entrance door to the dwelling unit rented, or on the wall adjacent thereto. **Initials:** \_\_\_\_\_

I will ensure that all short-term rental activity at the Property complies with all applicable laws including, but not limited to, the noise limitations set forth in Chapter 8.24 of the Malibu Municipal Code, and applicable codes regarding fire, building and safety. **Initials:** \_\_\_\_\_

**By initialing below I acknowledge I understand, accept, and will comply with the following:**

Occupancy shall not exceed the maximum number of individuals listed on the Permit, and in no case may it exceed 14 people unless a special event permit is obtained pursuant to Malibu Municipal Code Chapter 5.34. **Initials:** \_\_\_\_\_

I am responsible for updating any information in my application that changes during the period that the Permit is valid. Such information must be updated before any short-term rental activity occurs, and in any case within 30 days of such changes, or immediately for any change in the Owner's Agent contact information. To update information in my application I understand I must use the City's amended short-term rental application form. **Initials:** \_\_\_\_\_

I understand that I cannot cure a violation of this Chapter by seeking to amend my short-term rental permit after a violation occurs; short-term rental of a property may only be conducted as specifically authorized by an active short-term rental permit. **Initials:** \_\_\_\_\_

I understand that my short-term rental permit number must be prominently posted on all advertisements for the short-term rental of the property. **Initials:** \_\_\_\_\_

I understand that an application to renew a short-term rental permit must be received by the City Clerk not less than thirty days prior to the expiration of the short-term rental permit. Applications received after the deadline but before expiration of the permit may be accepted at the discretion of the City Manager or her/his designee. **Initials:** \_\_\_\_\_

On November 23, 2020, the City Council adopted Ordinance No. 472, the Hosted STR Ordinance, to establish provisions to regulate short-term rental of property citywide which include, but are not limited to, requiring the presence of an onsite host during short-term rentals, primary residency requirements and multifamily restrictions. The Hosted STR Ordinance is intended to supersede the short-term rental regulations and permit program currently in place. The Hosted STR Ordinance regulations cannot go into effect until the associated amendments to the City's Local Coastal Program and Land Use Plan are certified by the California Coastal Commission (CCC). In September 2021, the CCC voted to extend the time limit to schedule the public hearing and take action on the City's proposed amendments until June 29, 2022 but may act earlier. **Current STR permits will no longer be valid once the new STR Ordinance becomes effective and a new permit will need to be obtained. Initials: \_\_\_\_\_**

As of January 1, 2023, in order obtain a STR permit, property owners will need to either: (1) have obtained a valid Onsite Wastewater Treatment System (OWTS) operating permit for the property that is to be rented as a STR pursuant to Chapter 15.44; or (2) have entered a compliance agreement with the City excusing such compliance and be in full compliance with the compliance agreement and not in default or breach. I understand that If the property is not in compliance by January 1, 2023, the STR permit will become invalid. STR permit holders are encouraged to submit documentation of a valid operating permit or compliance agreement by December 1, 2022. **Property owners who do not have an OWTS permit for the property where the STR is located are encouraged to contact City staff now so they can begin the process to obtain the required OWTS permit or compliance agreement. Obtaining either of these requirements can take six-plus months or longer. Initials: \_\_\_\_\_**

**I understand and agree that I am responsible for any and all violations or illegal activity that occur on my property during a period where it is rented on a short-term basis, whether committed by myself, my agent, a guest, or any other person. Such violations may result in substantial fines, the loss of my short-term rental permit, criminal penalties, or other significant action. I have read Malibu Municipal Code Section 17.55 and accept the obligations imposed on me by that Section and will act so as to ensure that no violations occur on the Property.**

\_\_\_\_\_  
PROPERTY OWNER NAME (PRINT)

\_\_\_\_\_  
PROPERTY OWNER SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
NAME OF LLC (IF APPLICABLE)

***Please mail the original Short-Term Rental Permit Application Amendment Request to the City of Malibu at 23825 Stuart Ranch Road, Malibu, CA 90265.***

***DocuSign or electronic signatures will not be accepted.***