



*****SAMPLE LETTER*****

June 2019

Dear Short Term Rental Operator:

This letter is to notify you that effective June 1, 2019 the City of Chula Vista will require that all short-term rentals (STRs) are certified per Chula Vista Municipal Code (CVMC) 3.40.060.

Each short-term rental operator, which is the person who is the proprietor of the short-term rental, whether in the capacity of owner, lessee, sublessee, or any other capacity, shall register their short-term rental with the City of Chula Vista and obtain a Transient Occupancy Registration Certificate, which should always be posted in a conspicuous place on the premises. The certificate signifies the person named on the certificate has fulfilled the requirements of the Transient Occupancy Tax Ordinance by registering with the City of Chula Vista for the purpose of collecting from transients (guests) the Transient Occupancy Tax and remitting the tax to the City of Chula Vista.

Each transient (guest), which is “any person who exercises occupancy or is entitled to occupancy...for a period of 30 consecutive days or less,” is subject to and shall pay a tax in the amount of 10 percent of the rent charged by the operator of the short-term rental.

Each short-term rental operator shall collect the tax at the same time the rent from the transient (guest) is collected. The amount of the tax shall be separately stated from the amount of the rent that is being charged, and each transient (guest) shall receive a receipt for payment from the short-term rental operator. Tax Returns are due to the City of Chula Vista on or before the last day of the month following the month in which the tax was collected.

Our records indicate that your property located at «property_address» (Parcel # «parcel_number») is currently advertising as a short-term rental and does not have a City of Chula Vista Transient Occupancy Registration Certificate.

The City of Chula Vista has partnered with Host Compliance a nationally recognized company that specializes in identifying and monitoring Short Term Rentals. You can register your Short-Term Rental by visiting <https://secure.hostcompliance.com/chula-vista-ca/permit-registration> or visit www.chulavistaca.gov/Finance and use the link to Short-Term Rentals. You may also use this website to submit your tax returns. Please be sure to register your short-term rental effective June 1, 2019. If you have any questions, please call (619) 585-6524 or email CVlicenses@chulavistaca.gov.

Sincerely,

David Bilby, MSBA, CPFO
Director of Finance/Treasurer