



TO: Councilor Duson, Chair
Members of the Housing Committee

FROM: Victoria Volent, Housing Program Manager

DATED: January 16, 2018

SUBJECT: Update on the Short Term Rental Registration Process

REGISTRATION

The registration process for short term rentals began on October 16, 2017. The Licensing and Registration Division is responsible for updating and maintaining the short term rental database. As updating occurs daily, the information in this memo is accurate as of the date and time in which the report was generated.

An analysis of the registration as of January 16 indicates:

TYPE OF REGISTRATION	# OF UNITS REGISTERED	REGISTRATION CAP
Non-Owner Occupied	293	300
Owner Occupied	345	N/A
Tenant Occupied	19	N/A
Island Occupied	5	N/A
TOTAL	662	

A further break-down of the registration data based on type of residential use, total number of properties by use, the number of units, and the number of registered units (units in this instance meaning a room or an entire building or an entire apartment). For example, if one Five to Ten Family building has six apartment units in which three of the units are registered, then the Type of Registration would be Five to Ten Family, the number of properties would be 1, the number of units would 6 and the number registered would be 3. A single family building would be 1 property with 1 unit, but could rent out 2 rooms (# registered would equal 2).



Planning & Urban Development Department

TYPE OF REGISTRATION	# OF PROPERTIES	# OF UNITS	# REGISTERED
Residential Condo	23	28	24
Single Family	65	66	67
Two Family	70	140	91
Three Family	61	185	94
Four Family	14	60	23
Five to Ten Family	19	108	37
Eleven to Twenty Family	3	32	15
Seasonal	1	1	1
Multi-Use Residential	2	3	4
Retail & Personal	7	22	17
Office & Business	1	2	2
Wholesale	1	1	2
Multi-Use Commercial	6	21	17
TOTAL	273	662	394

REVENUE

A registration fee is collected as part of the registration process. The annual registration fee for a short term rental is listed below minus any discounts of no more than \$20 per unit.

Owner Occupied Single Family Home/Condo or Tenant Occupied		\$100
Multi-Unit Owner Occupied Building and Island Short Term Rental	First Unit	\$100
	Second Unit	\$250
	Third Unit	\$500
	Fourth Unit	\$1,000
	Fifth Unit	\$2,000
Multi-Unit Non-Owner Occupied Building	First Unit	\$100
	Second Unit	\$250
	Third Unit	\$1,000
	Fourth Unit	\$2,000
	Fifth Unit	\$4,000



As of January 16, a total of \$77,537.50 has been collected from the registration of short term rental units.

MONITORING AND ENFORCEMENT

The company Host Compliance has been hired to provide address identification and rental activity monitoring services. Monthly reports of the full address, contact information, and registration compliance as well as a weekly screenshots of all active listings will be provided for all identifiable short term rentals.

HOUSING TRUST FUND

After determining all administrative costs are met, any remaining revenue generated from fees associated with the registration of short term rental units will be deposited into the Housing Trust Fund. The purpose of the Housing Trust Fund is the "...promotion, retention and creation of an adequate supply of housing, particularly affordable housing, for all economic groups and to limit the net loss of housing units in the City" as well as "(t)o serve as a vehicle for addressing very low, low and median income housing needs...".