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## UPDATE FROM STVR PROGRAM

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**TO:** STVR OWNERS, MANAGERS, REPRESENTATIVES & COMMUNITY MEMBERS

**FROM:** STVR PROGRAM

**SUBJECT:** UPDATE RE: CONTRACT AND URL SUMMARY – AVAILABLE NOW

**DATE:** EMAIL SENT ON 7/1/21

Dear STVR Owners, Property Managers, Representatives & Interested Parties,

I hope this email finds you well, as we all begin to resume our daily activities. The STVR Program is ready to implement the last two phases of the Short-Term Vacation Rental Ordinance: the URL and Contract Summary requirements. As a reminder of these regulations please see the information below:

**Contract Summary - CCMC 5.96.050(V)**

A Contract Summary is required each time a Short-Term Vacation Rental property is booked by guests. The Contract Summary is to be submitted no later than the start time of the occupancy or within 24 hours of contract execution. If an error was made on a submitted contract summary, the contract with the error must be voided by canceling the contract, and a new contract with the correct information will need to be submitted.

It is not expected that you enter previous contract information, but all contracts beginning on July 4, 2021 forward should be entered into the portal.

[Click here for the Contract Summary webpage](#)

**URL Listing Summary - CCMC 5.96.050(K)**

All internet listing sites (e.g., website URLs) that are associated with a Short-Term Vacation Rental property shall be submitted within thirty days of approval of the permit, and on a monthly basis thereafter.

An advertizing listing portal has been created to provide this information. A URL incorporates the domain name, along with other detailed information, to create a complete address (“web address”) to direct a browser to a specific page web page.

URL listings should be remitted, on or before the last day of the month in conjunction with the remittal of Transient Occupancy Tax returns.

[\*Click here for the URL Listing Summary webpage\*](#)