



Land Use Services Department Code Enforcement-Short Term Rental Program

Terri Rahhal
Director

Transfer Request Form

New Owner Transfer/Property Manager Change

Step 1. In order to process your request, new owner & property manager must first register for an account of our EZ Online Permitting System. To create a registration and login, please go to:

<https://ezop.sbcounty.gov/CitizenAccess/Default.aspx>

Step 2. Carefully read and complete the Owner Acknowledgment, TOT Form (TOT Form required for New Owner Transfer only), and Transfer Request Form.

Step 3. Submit completed forms to: ShortTermRental@lus.sbcounty.gov

Step 4. Once all required forms are received and processed, you will be emailed a copy of the transferred permit. Please allow up to 14 days for processing.

Request type **New Owner Transfer** **Effective Date of New Ownership** _____

*TOT Form and Owner Acknowledgment required

Transfer is only valid within 30 days of new ownership

Change in Property Management

*Owner Acknowledgment required

Required Information

Parcel Number _____ **Property Address** _____

Owner Name _____ **Address** _____

Phone _____ **Email** _____

I am the owner and property manager of this property

I have contracted a property manager for this property Complete below:

Property Management Co _____ **Agent Name** _____

24 Hour Contact Number _____ **Email** _____

Completed by _____ **Date** _____

Please return this form along with the additional Owner/Applicant Acknowledgment and TOT Form (if change in ownership) to ShortTermRental@lus.sbcounty.gov

Step 1 must be completed in order to process this request.

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