



## Code Enforcement Short-Term Rental

### Property Manager Change Request

**Change in property management requires an updated surrounding property owner notification. The \$250 notification fee will be invoiced and must be paid before this request can be processed.**

**Step 1.** In order to process your request, the new property manager (PM) must first register for an account in 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 **Property Manager Change Request** and **Owner Acknowledgment and Operational Requirements**.

**Step 3.** Submit completed forms to: [ShortTermRental@lus.sbcounty.gov](mailto:ShortTermRental@lus.sbcounty.gov).

**Step 4.** Pay the surrounding property owner notification fee via EZOP.

**Step 5.** Once payment is received and forms processed, you receive email notification the PM change has been completed. Please allow up to 3 business days for processing.

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**Required Information:**

Parcel Number \_\_\_\_\_ Property Address \_\_\_\_\_

Owner Name \_\_\_\_\_ Owner Address \_\_\_\_\_

Owner Phone # \_\_\_\_\_ Owner Email \_\_\_\_\_

Property Management Co \_\_\_\_\_ Agent Name \_\_\_\_\_

24-Hour Contact Phone \_\_\_\_\_ PM Email \_\_\_\_\_

Completed by \_\_\_\_\_ Date \_\_\_\_\_

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Please return this form along with the Owner Acknowledgment and Operational Requirements form to [ShortTermRental@lus.sbcounty.gov](mailto:ShortTermRental@lus.sbcounty.gov)

**Steps 1 and 4 must be completed to process this request.**