



Code Enforcement Short-Term Rental

Property Manager Change Request

Change in property management requires an updated surrounding property owner notification. The \$259 notification fee will be invoiced and must be paid before this request can be processed.

(Note: If this request is made outside of the renewal process, an additional \$60 fee will apply.)

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.

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.

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 _____

Please return this form along with the Owner Acknowledgment and Operational Requirements form to ShortTermRental@lus.sbcounty.gov

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