



# COMMUNITY DEVELOPMENT DEPARTMENT PLANNING DIVISION

## ROOM RENTAL PERMIT AGREEMENT

The Rental of Room Permit Agreement is required for single-family residential dwellings where individual rooms or entire residences are rented to more than two (2) individuals located within any R-1 – Single-Family Residential, the RR – Rural Residential, RE – Residential Estate, and MU-N – Mixed-Use Neighborhood Zone. This agreement is required to be renewed annually.

This agreement is between \_\_\_\_\_ (owner), the owner of a single-family residence/dwelling located at \_\_\_\_\_ (address) in the City of Riverside, California (APN \_\_\_\_\_), and the City of Riverside. This permit expires on \_\_\_\_\_ (filled in by staff).

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### *PROPERTY OWNER & PROPERTY MANAGER INFORMATION*

Property Owner Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Daytime Telephone: (\_\_\_\_\_) \_\_\_\_\_ Cell: (\_\_\_\_\_) \_\_\_\_\_

Facsimile: (\_\_\_\_\_) \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Property Manager Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Daytime Telephone: (\_\_\_\_\_) \_\_\_\_\_ Cell: (\_\_\_\_\_) \_\_\_\_\_

Facsimile: (\_\_\_\_\_) \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

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### *TENANT INFORMATION*

Tenant #1

Tenant #2

Tenant #3

Tenant #4

Name \_\_\_\_\_

Phone \_\_\_\_\_

*The owner and manager of this property agree to:*

1. Rental of rooms to no more than four individuals within a single-family residence/dwelling in compliance with Section 19.520.030 of the Zoning Code.
2. Maintain the subject property in good condition.
3. Require tenants to keep the property clean and free of debris and trash.
4. Require tenants to remove trash containers from the curb by 8:00 p.m. on trash collection day.
5. Prohibit illegal outdoor storage on the subject property.
6. Prohibit parking of vehicles on unimproved surfaces on the property.
7. Prohibit storage of inoperable vehicles in public view on the property.
8. Require tenants to maintain neighborhood peace and decorum.
9. Provide tenants a copy of the City Noise Ordinance (Chapter 19.590 of the Zoning Code and Title 7) and require tenants to abide by the requirements of the City Noise Ordinance.

**REVOCAION OF PERMIT:**

Owner and property manager specifically recognizes that the Room Rental Permit Agreement may be revoked subject to the revocation procedure of Section 19.700.020 of the Zoning Code in the event any of the following occur three times in any twelve-month period:

1. Violation of the City Noise Ordinance, Chapter 19.590 of the Zoning Code and Title 7 of the Municipal Code.
2. Violation of the Rental of Rooms Site Location, Operation and Development Standards, Section 19.520.030 of the Zoning Code or any other provision of the Municipal Code.
3. Extraordinary police responses as defined by Chapter 9.60 or the Municipal Code.
4. Uncorrected Code Enforcement Notices to Correct or repetition of the same violation whether corrected or not. Issuance of a Code Enforcement Violation Notice carrying a civil penalty shall be evidence of failure to correct violations enumerated in a Notice to Correct.

Owner and property manager recognizes that in the event the Room Rental Permit Agreement is revoked it cannot be re-issued for a period of one year from the date of revocation and that the property must comply with the limit of not more than two individual renters during any period a valid Room Rental Permit Agreement is not in force.

Owner & property manager further recognizes that a Room Rental Permit Agreement will not be reissued for a property or to the owner that has had a Room Rental Permit Agreement revoked a second time.

*Property Owner*

*Date*

*Property Manager*

*Date*

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*I acknowledge that I am the property owner of the property identified in the Room Rental Permit Agreement.*

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*I acknowledge that I am the manager of the property identified in the Room Rental Permit Agreement.*

*Zoning Administrator*

*Date*

*Expiration Date*

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**Note:** Permit valid for a period of one year from the date of issuance. Annual renewal required.

