Create a new Public Portal account to apply for Short Term Rental Application by clicking "New Users"
Once you’ve created a log in Hover over +New tab at the top and select “Planning Application”
Read over General disclaimer and check box at the bottom to continue.
Click Short Term Rentals (STR) and press Continue Application at the bottom to start the process.
Add description here. Example: STR Application and address

Enter address you’re applying for and zip code. Select Search
If your address auto populate Select Continue Application here
If Error page pops up, open a new web page and type in this link below. Add your address in the search box: [https://sfplanninggis.org/pim/](https://sfplanninggis.org/pim/)
After you type in your address, copy the Parcel (Block/Lot) number below, and return to the original page.
Type in the Parcel number here and select search.
Once you see your address, check the box and press "Select"
If your address auto populates select “Continue Application” here.
Click “Add New” and enter address information.
Fill in contact information and click continue.
Click “Add New” and enter Billing Contact information.
Fill in contact information and click continue
Once complete click Continue Application
Fill out General information here and scroll down
If you know which company you are using to host your property and listing ID, add here. If not, we can add that in later.

### Hosting Platforms

**HOSTING PLATFORMS**

<table>
<thead>
<tr>
<th>Service Name</th>
<th>Other Service Name</th>
<th>Listing ID</th>
<th>Web Address</th>
<th>Host ID</th>
<th>Submission ID</th>
</tr>
</thead>
</table>

No records found.

**Add a Row** | **Edit Selected** | **Delete Selected**

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### Attachment

Please add attachments below per application instructions.

The maximum file size allowed is 10 MB. Only PDF, DOC, DOCX, PPT, PPTX, JPG, PNG, GIF, and BMP are allowed. Other types will be disallowed if types are uploaded.

<table>
<thead>
<tr>
<th>Name</th>
<th>Type</th>
<th>Size</th>
<th>Latest Update</th>
<th>Action</th>
</tr>
</thead>
</table>

No records found.

Add

[Save and resume later] | [Continue Application »]
If you know this information, select the drop box under “Service Name,” add in listing ID number and Web Address (https://www.airbnb.com/rooms/1234567), and click Submit.
For the check list above, you filled out. Add the documents here by clicking “Add”
Click add and attach saved documents from your computer.
Once all documents are added click continue to move forward.
If all documents have been added correctly click “Save”
After clicking "Save" click "Continue Application"
Double check your work. And click “Continue Application”

Read the electronic signature form and check off box once complete.
Click "Add to Cart" to select payment continue
Fill out Credit or Debit card information and click “Pay” at the bottom to complete the application process. You will receive an email copied receipt.