



## Indoor Notification Template

**An indoor notification is required as per Section 16-1108(f) of the City Code. The indoor notification must be posted in a conspicuous location inside the short term rental unit.**

**The following template is provided as a guide to assist short term rental hosts with complying with Section 16-1108(f) of the City Code. A host may choose to use this template or create their own; however the following information must be included in the Indoor Notification:**

- (1) Maximum number of Occupants.
- (2) Location of required off-street parking, other available parking and prohibition of parking on landscaped areas.
- (3) Quiet hours and noise restrictions as defined per Chapter 21, Article III of the Code of Ordinances.
- (4) Restrictions of outdoor facilities.
- (5) 24-hour contact person and phone number.
- (6) Property cleanliness requirements.
- (7) Trash pick-up requirements, including location of trash cans.
- (8) Flooding hazards and evacuation routes.
- (9) Emergency numbers. Item No. 04 Page 8
- (10) Notice that failure to conform to the occupancy and parking requirements is a violation of the City Code and occupant or visitor can be cited.
- (11) Short Term Rental permit, Health Department permit, and/or any other required permits, if applicable.
- (12) Hotel Occupancy Tax registration.

Property Address: \_\_\_\_\_

### Indoor Notification Template

#### 24-hour contact person and phone number:

- \_\_\_\_\_
- \_\_\_\_\_

#### Evacuation Routes:

- All exits are located at \_\_\_\_\_
- In the event of flooding please take \_\_\_\_\_

#### Fire Extinguishers:

- Fire extinguishers are located in the \_\_\_\_\_

#### Emergency numbers:

- 911- Emergency
- 311- City Code issues
- 24 Hour Contact number: \_\_\_\_\_
- \_\_\_\_\_

#### Maximum number of occupants.

- Only two adult occupants are allowed per sleeping area.
- Maximum occupancy of this rental unit is \_\_\_\_\_ (2 x number of sleeping areas)

#### Location of required off-street parking, other available parking and prohibition of parking on landscaped areas.

- Parking is only permitted in the driveway and is not allowed on or in the front yard.
- Failure to conform to the occupancy and parking requirements is a violation of the City Code and occupant or guest can be cited.

#### Quiet hours and noise restrictions as defined per Chapter 21, Article III of the Code of Ordinances:

- Quiet hours shall be between the hours of 11pm and 8am on weekdays, and 11pm and 11am on weekends.
- During these hours, tenants may not play loud music, operate heavy machinery, or make any loud noises which may disturb their neighbors.
- Parties or special events are not allowed at any time.

**Restrictions of outdoor facilities:**

- No overnight sleeping outdoors or outdoor sleeping spaces for rent.
- Guests may not play loud music, operate heavy machinery, or make any loud noises which may disturb neighbors at any time while outdoors.
- Adequate protections for hot tubs and pool areas

**Property cleanliness requirements:**

- Leashes are required for any pet taken off property and pet waste must be cleaned up immediately —*City Code, Ch. 5 Sec. 5-19 Leash and pooper scooper required*

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**Trash pick-up requirements, including location of trash cans:**

- Garbage pick-up is on \_\_\_\_\_
- Recycling pick-up is on \_\_\_\_\_
- Trash cans are located \_\_\_\_\_
- Household trash should be tied up securely in bags and placed in the associated City of San Antonio brown collection carts.
- Recyclable Waste should be place loose in the associated City of San Antonio blue collection carts. No plastic bags can be placed in recycle carts unless tied together in a ball in bulk.
- Do not throw garbage out the windows into the yard. The yard is to be kept clear of garbage and debris at all times.
- Primary guests are responsible for the behavior of any invited guests. A violation by an invited guest will be treated as a violation by the primary guest as listed in the agreement.

**Short Term Rental permit, Health Department permit, and/or any other required permits, if applicable:** \_\_\_\_\_

**Hotel Occupancy Tax registration:** \_\_\_\_\_