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
- A violation by an invited guest will be treated as a violation by the primary guest as listed in the agreement.

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: __________