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Vicente Sarmiento
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COUNCILMEMBERS
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Jonathan Ryan Hernandez
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Thai Viet Phan



CITY MANAGER
Kristine Ridge
CITY ATTORNEY
Sonia R. Carvalho
CLERK OF THE COUNCIL
Daisy Gomez

Subject: Family Member Rental Exemption

Dear Homeowner:

This is in response to your inquiry regarding the requirements for qualifying for a Family Member Rental Exemption. A homeowner *may* qualify for a fee-exempt business license if the property is occupied by an **immediate family member** <u>and</u> **only nominal rent, if any, is being received.** 

Immediate family members are limited to the following:

Father	Son	Brother	Grandfather	Grandson
Mother	Daughter	Sister	Grandmother	Granddaughter

Also, to qualify for a fee-exempt business license, it must be determined that any rental income received is <u>less</u> than the *"cost of maintaining said premises."* The cost of maintaining said premises includes, but is not limited to: mortgage costs, title and homeowner property insurance premiums, property taxes, homeowner association dues, and cost of utilities or property maintenance for which the homeowner is legally liable.

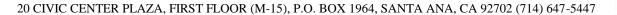
Calculate the total annual cost of maintaining said premise in the space provided on the enclosed application. If the annual rent received is *less than or equal to* the annual cost of maintaining said premises, the homeowner is eligible for a Family Member Rental Exemption license. To apply, please complete the accompanying fee-exempt business license application. Along with the application, a signed copy of the lease or rental agreement is *required*.

In addition, a *photo-copy* of the family member's current California Driver's License or Identification Card and a *photo-copy* of a utility bill showing the family member as the responsible party for utility service are required.

All information and requested documentation furnished to the City of Santa Ana for purposes of applying for a Family Member Rental Exemption are deemed confidential documents and will be used solely for purpose of verifying eligibility.

Contact the Business Tax Office at (714) 647-5447 in regards to any questions concerning this letter.

## CITY OF SANTA ANA BUSINESS TAX SECTION





## FAMILY MEMBER RENTAL EXEMPTION

(PLEASE TYPE OR PRINT CLEARLY, USING BLACK INK)

AFFIDAVIT - CONFIDENTIAL (NOTE: We are unable to process an incomplete application. Please complete this application and submit with

copies of supporting documents.)			
RENTAL PROPERTY/OCCUPANT INFO	RMATION – Enter Inform	mation of Qualifying	g Family Member
Date Property First Rented to Family I	Member		Today's Date/ /
Rental Property Address			
Family Member's Name (Occupant)			
Relationship of Family Member (Fathe	er, Mother, Son, Daugh	iter, etc.)	
Family Member's Driver's License No.			
OWNER INFORMATION			
Property Owner's Name			
<b>Property Owner's Mailing Address</b> (If D	Different)		
City	State	Zip	<u>E-mail</u>
Business Telephone No. ( )		En	mergency Telephone No. (
Social Security No.		Fe	ederal Tax I.D. #
Title and Homeowner P	roperty Insurance Premi	iums	\$ \$
			\$
Homeowner or Condominium Association Costs			\$
Cost for Contractual Ob	ligations Related to Ma	intaining Property	y Ownership\$
Cost for Utilities and/or	Property Maintenance.		\$
Total cost of Maintain	ing Rental Property	•••••	\$
Total Monthly Rental	Income		\$
I declare under penalty of perjury the are, to the best of my knowledge, a tru			ying documents) * OFFICIAL USE ONLY
Signature			BTN
Print Name		<del>_</del>	
Please remember to submit the sup			
If you pay by check and it is returned, you expramount plus a processing fee and any applicable	ressly authorize the electronic		