



SHORT TERM RENTAL HARDSHIP EXTENSION DATA FORM

The City Requires the Following Information to Evaluate the Reasonableness of your Request.
***Attach Verification Documentation as Indicated Under Selected Response Lines.**

1 Short Term Rental Permit Number **1** _____
(Example: REG2016-XXXXX)

2 Requested Amortization Period **2** _____
(Number of Years)

3 Please Provide a Narrative and Demonstrate the Calculations Utilized to Estimate Your Requested Amortization Period:

3 _____

4 Current Owner / Applicant **4** _____

5 Date Started Renting as a Short Term Rental **5** _____
(whether or not before permit)



Purchase / Acquisition (Lines 6 Through 12)

6 Purchaser(s) **6** _____
Escrow Documents / Title / Closing Statement*

7 Property Address **7** _____
Escrow Documents / Title / Closing Statement*

8 Purchase Date **8** _____
Escrow Documents / Title / Closing Statement*

9 Description of Property at Time of Purchase

A Square Feet (#) **9A** _____
Assessor*

B Bedrooms (#) **9B** _____
Assessor*

C Bathrooms (#.##) **9C** _____
Assessor*

D Pool **9D** **YES** **NO**
Assessor*

List Other Significant Features:

E 9E _____

_____ Assessor*

10 Intended Use at Time of Purchase

A Primary Residence **10A** **YES** **NO**
If YES, See SCHEDULE 1

B Long Term Rental **10B** **YES** **NO**
If YES, See SCHEDULE 1

C Short Term Rental **10C** **YES** **NO**
If YES, See SCHEDULE 2 and SCHEDULE 3



F Have you Refinanced the Property since Initial Purchase? **12F** YES NO

G Dates of All Later Refinancing **12G** Escrow Documents / Title / Closing Statement*

Terms of All Later Refinancing (Variable / Fixed, Interest Rate, Payment Period, Points of Refinance, etc.):

H **12H** _____

Escrow Documents / Title / Closing Statement*

Start Up & Capital Improvement Costs (Line 13 and SCHEDULE 2)

13 Current Property Description

A Square Feet (#) **13A** _____
Assessor*

B Bedrooms (#) **13B** _____
Assessor*

C Bathrooms (#.##) **13C** _____
Assessor*

D Pool **13D** YES NO
Assessor*

E List Other Significant Features:
13E _____

Assessor*

A detailed list of the potential start up & capital costs are shown in SCHEDULE 2.
Please provide the relevant information requested on SCHEDULE 2.



Net Operating Revenue (See Schedule 3)

A detailed list of the potential revenues and expenses are shown in SCHEDULE 3.

Please provide the relevant information requested on SCHEDULE 3.

Current Fair Market Value

Estimate the current fair market value of the property with and without a Short Term Rental permit.

Please provide verification documentation to substantiate the value.

Examples of Verification Documentation: Appraisal, Comparable Sales, etc.)

14 A	Estimated Fair Market Value with Short Term Rental Permit (Less): Closing Costs (Real Estate Agent, Escrow, etc.)	14A _____
B	Estimated Fair Market Value without Short Term Rental Permit (Less): Closing Costs (Real Estate Agent, Escrow, etc.)	14B _____



SCHEDULE 1 – OWNER UTILIZATION

***Please Provide Verification Documents.**
Examples of Verification Documents: Leases, Monthly Statements, etc.

15 Primary Residence Prior to Short Term Rental Conversion

A Dates Resided in Residence **15A** _____

B Number of Days Residing in Residence **15B** _____

16 Long-Term Rental Prior to Short Term Rental Conversion

A Dates Unit was Rented **16A** _____
Leases / Monthly Statements*

B Number of Days Unit was Rented **16B** _____
Leases / Monthly Statements*

C Net Rent Per Day **16C** _____
Leases / Monthly Statements*



SCHEDULE 2 – START-UP & CAPITALIZED EXPENSES

***Please Provide Verification Documents**

Examples of Verification Documents: Escrow Documents, Closing Statements, Invoices / Receipts, etc.

17 Start Up & Capitalized Expenses	Expense
A Transactional Costs (For example: closing costs, refinance costs, etc.)	17A Escrow Documents / Title / Closing Statement*
B Prepaid Interest, Insurance & Taxes for Closing	17B Escrow Documents / Title / Closing Statement*
C Property Improvements (Line 41 on Schedule 2A)	17C
D Start Up Furnishings (For example: furniture, appliances, etc.)	17D Invoices / Receipts*
E Start Up Linens / Supplies to Commence Operations	17E Invoices / Receipts*
F Initial Marketing Expenses	17F Invoices / Receipts*
G Legal Setup Fees (if any)	17G Invoices / Receipts*
H Permits for Opening	17H Invoices / Receipts*
I Design Fees	17I Invoices / Receipts*
J Other Start-Up Expenses Identify Specifically Below:	17J Invoices / Receipts*
K 17K _____ _____ _____ _____ _____	
18 Total Capital Costs (Sum of Lines 17A through 17J)	18 _____



19 Current Value of Furnishings, Linens & Supplies

A Current Value of Furnishings

19A

B Current Value of Linens & Supplies

19B

20 Total Current Value of Furnishings, Lines & Supplies
(Sum of Lines 19A and 19B)

20



SCHEDULE 2A – PROPERTY IMPROVEMENT DETAIL

Please Provide Verification Documents.

Examples of Verification Documents: Receipts, Invoices & Permits or other credible documentation.
City May Correlate Your Cost with Valuations Shown on Building Permits.

	Description	Date	Cost (\$..\$\$)
Additions			
	<u>21A</u>	<u>21B</u>	<u>21C</u>
	<u>22A</u>	<u>22B</u>	<u>22C</u>
	<u>23A</u>	<u>23B</u>	<u>23C</u>
	<u>24A</u>	<u>24B</u>	<u>24C</u>
	<u>25A</u>	<u>25B</u>	<u>25C</u>
Remodels			
	<u>26A</u>	<u>26B</u>	<u>26C</u>
	<u>27A</u>	<u>27B</u>	<u>27C</u>
	<u>28A</u>	<u>28B</u>	<u>28C</u>
	<u>29A</u>	<u>29B</u>	<u>29C</u>
	<u>30A</u>	<u>30B</u>	<u>30C</u>
Upgrades			
	<u>31A</u>	<u>31B</u>	<u>31C</u>
	<u>32A</u>	<u>32B</u>	<u>32C</u>
	<u>33A</u>	<u>33B</u>	<u>33C</u>
	<u>34A</u>	<u>34B</u>	<u>34C</u>
	<u>35A</u>	<u>35B</u>	<u>35C</u>
Major Repairs			
	<u>36A</u>	<u>36B</u>	<u>36C</u>
	<u>37A</u>	<u>37B</u>	<u>37C</u>
	<u>38A</u>	<u>38B</u>	<u>38C</u>
	<u>39A</u>	<u>39B</u>	<u>39C</u>
	<u>40A</u>	<u>40B</u>	<u>40C</u>
41 Total Property Improvements (Sum of Cost)			<u>41</u>



SCHEDULE 3 – NET OPERATING REVENUE

Provide Information for Each Year the Property has Operated as a Short Term Rental Through 2016.
 If Your Property has Operated as a Short Term Rental for Less Than Three Full Years,
 Please Provide Projections Through the Third Full Operating Year.
***Attach Verification Documentation as Indicated Under Selected Response Lines.**
 Revenue at Stabilization is considered Year 3 of Operations or last 12 month, whichever is later.

42	Date Began Short Term Rental Operations (Same as Line 5)						42	<hr/>
43	Date from which Actual Data is Provided						43	<hr/>
44	Period from which you are Providing Projection Data:							
	<u>44A</u> From					<u>44B</u> To		
		Year 1	Year 2	Year 3	Year 4	Year 5		
45	Calendar Year	<u>45A</u>	<u>45B</u>	<u>45C</u>	<u>45D</u>	<u>45E</u>	<hr/>	
46	Average Daily Rate	<u>46A</u>	<u>46B</u>	<u>46C</u>	<u>46D</u>	<u>46E</u>	<hr/>	
47	Annual Property Revenue (please include all revenue generated by property)	<u>47A</u>	<u>47B</u>	<u>47C</u>	<u>47D</u>	<u>47E</u>	<hr/>	
				Anaheim Transient Occupancy Tax Submittals*				
48	Claimed Depreciation	<u>48A</u>	<u>48B</u>	<u>48C</u>	<u>48D</u>	<u>48E</u>	<hr/>	
				Tax Forms*				
49	Annual Mortgage Payment	<u>49A</u>	<u>49B</u>	<u>49C</u>	<u>49D</u>	<u>49E</u>	<hr/>	
				Statement (Rate, Term, Initial Balance)*				
50	Annual Principal Portion of Mortgage	<u>50A</u>	<u>50B</u>	<u>50C</u>	<u>50D</u>	<u>50E</u>	<hr/>	
				Statement (Rate, Term, Initial Balance)*				

Annual Operating Expenses

		Year 1	Year 2	Year 3	Year 4	Year 5	
51	Annual Interest Payment on Mortgage	<u>51A</u>	<u>51B</u>	<u>51C</u>	<u>51D</u>	<u>51E</u>	<hr/>
				Statement (Rate, Term, Initial Balance)*			
52	Imputed Interest on cash invested in property (exclude mortgages) @ 4% per Annum (unless higher amount justified)	<u>52A</u>	<u>52B</u>	<u>52C</u>	<u>52D</u>	<u>52E</u>	<hr/>
				Statement (Rate, Term, Initial Balance)*			
53	Property Taxes	<u>53A</u>	<u>53B</u>	<u>53C</u>	<u>53D</u>	<u>53E</u>	<hr/>
				Assessor*			



54	Other Taxes	54A	54B	54C	54D	54E
				Invoices / Receipts*		
55	Property Insurance	55A	55B	55C	55D	55E
				Statement from Provider*		
56	Cleaning Expenses	56A	56B	56C	56D	56E
				Invoices / Receipts*		
57	Yard Maintenance	57A	57B	57C	57D	57E
				Invoices / Receipts*		
58	Pest Control	58A	58B	58C	58D	58E
				Invoices / Receipts*		
59	Utilities	59A	59B	59C	59D	59E
				Monthly Statements*		
60	HOA Fees	60A	60B	60C	60D	60E
				Monthly Statements*		
61	Marketing Expenses	61A	61B	61C	61D	61E
				Invoices & Receipts*		
62	Credit Card Processing Fees	62A	62B	62C	62D	62E
				Monthly Statements*		
63	Maintenance & Minor Repairs	63A	63B	63C	63D	63E
				Invoices / Receipts*		
64	Furniture, Fixtures and Equipment	64A	64B	64C	64D	64E
				Invoices / Receipts*		
65	Other Expenses Identify Specifically Below:	65A	65B	65C	65D	65E
				Invoices / Receipts*		
66	66					
67	Annual Operating Expenses (Sum of Lines 51 through 65)	67A	67B	67C	67D	67E



Management Fee

		Year 1	Year 2	Year 3	Year 4	Year 5
68	Professional	68A	68B	68C	68D	68E
	Self-Provided			Copy of Contract*		
69	Assume 5% of Revenue (justification required for higher)	69A	69B	69C	69D	69E
70	Annual Management Fee	70A	70B	70C	70D	70E

Annual Operating Expenses + Management Fee

		Year 1	Year 2	Year 3	Year 4	Year 5
71	Sum of Lines 67 and 70	71A	71B	71C	71D	71E

Operating Expense Adjustment for Residency

		Year 1	Year 2	Year 3	Year 4	Year 5
72	Did you occupy the residence at any point in the year?	YES NO	YES NO	YES NO	YES NO	YES NO
		72A	72B	72C	72D	72E
73	If YES, What % of Each Year Short Term Rental is Non-Owner Occupied	73A	73B	73C	73D	73E

