



## Office of the City Treasurer

### Short-Term Residential Occupancy (STRO) Program

#### Hosting Platform Reporting Guidelines

The STRO requirements will be in effect beginning May 1, 2023; this includes the requirement for all Hosting Platforms to provide the City of San Diego on a monthly basis, specific information for each listing.

Per [San Diego Municipal Code \(SDMC\) section 510.0102](#), a Hosting Platform is defined as:

*“any person, as defined in Municipal Code section 11.0210, who provides, and collects or receives, a fee, subscription, commission, or other consideration for booking services through which a host may offer short-term residential occupancy.”*

[SDMC Chapter 5, Article 10, Division 2](#) outlines the requirements for Hosting Platforms. These requirements include, subject to applicable laws, monthly submission of data for each STRO listing, including the *license number, name of person responsible, street address (including unit number if applicable), and the number of days booked for each booking that occurred within the reporting period.*

The following guidelines will assist Hosting Platforms to comply with the reporting requirements of the SDMC.

- All monthly reports are due to the City the last day of the month following the month that is being reported. For example, data for May 2023 is due to the City by June 30, 2023.
- For bookings that cross over into the next month, the full stay should be added on the next month's report when check out is (i.e., Check in May 15 and check out June 6 – the 22 nights should be recorded in the June 2023 report)
- All monthly reports are to be remitted to the City via one of two STRO reporting portal options. Information regarding these options can be found below:
  1. Upload to the City's Google Drive. Each Hosting Platform will be given a dedicated folder and be asked to provide email addresses for staff who should have exclusive access.
  2. Automate an export to the City's Amazon Web Services cloud storage. Each Hosting Platform will be given a service account with write access to an S3 bucket.

Please contact [stro@sandiego.gov](mailto:stro@sandiego.gov) for which format you would like to submit these reports in. If you choose the City's Google Drive option, the reports must be submitted using the [Hosting Platform Monthly Reporting Template](#). Regardless of which option you choose, the set up will be completed by the Performance and Analytics Department upon request.

- Hosting Platforms who fail to provide all information required by the SDMC in a timely manner risk regulatory action being taken, up to and including fines for each day not in compliance.