



PLANNING AND BUILDING DEPARTMENT

VACATION HOME RENTAL DIVISION

PLACERVILLE OFFICE:
 2850 Fairlane Court
 Placerville, CA 95667
 (530) 642-4888
 VHRPermits@edcgov.us

LAKE TAHOE OFFICE:
 924 B Emerald Bay Rd
 South Lake Tahoe, CA 95150
 (530) 573-3330



TIME STAMP APPLICATION RECEIVED

VACATION HOME RENTAL (VHR) CHANGE OF CERTIFIED LOCAL CONTACT

VHR permit number: _____ Assessor Parcel Number: _____

Rental Location: _____

(Street Address and Town)

Local Contact (LC) Information:

Local Contact Name: _____ Local Contact Email: _____

LC Physical Address: _____ LC Mailing Address: _____

LC Primary Phone Number: _____ LC Secondary Phone Number: _____

Are you updating the property management? NO YES If yes, provide additional items 4 and 5 listed on check list.

REQUIRED SUBMITTAL INFORMATION

The following information must be provided with application. **If all the information is not provided, the application will be deemed incomplete and will not be accepted.** Place a check in the applicant column on the left to be sure you have all required information.

Applicant	County		
_____	_____	1.	Change of Local Contact Form signed (<i>required if changing property management companies</i>)
_____	_____	2.	Certified Local Contact Acknowledgment form signed by the local contact person.
_____	_____	3.	Copy of Certified Local Contact Test (<i>test must have been taken after 11/21/24</i>) A passing score is 17/20
If requesting a Change in Property Management, Please add items 4 & 5 below			
_____	_____	4.	Payment for Change of Local Contact fee (<i>if mailed or emailed \$71 and we do it for you</i>). No charge if updated by owner or an authorized agent if done through HDL Updates.
_____	_____	5.	VHR/HHR Owner/Agent's Acknowledgment signed by all property owners or agent.
_____	_____	6.	<u>If Agent is signing both Acknowledgments</u> , then a signed VHR Owner's Letter of Authorization is required

Payment for Change of Local Contact fee (if mailed or emailed \$71 and we do it for you). No charge if updated by owner or an authorized agent if done through HDL Updates.

VHR Owners Name: _____ VHR Owner Signature: _____ Date: _____

New LC Signature: _____ Date: _____