

**OFFICE OF THE CITY TREASURER**

# **Short-Term Residential Occupancy Program**

**STRO Host Quarterly Reports - How to Add New Documents**

# STRO Host Quarterly Reports - How to Add New Documents



Home   Development Permits   Building & Land Use Enforcement   **Short Term Rental**

+ Apply for a License or Submit Quarterly Reporting   Search Applications

Records

Showing 1-10 of 77 | [Download results](#) | [Add to collection](#)

<input type="checkbox"/>	Record Number	Type	Status	Record Type	Address	Project Name	Expiration Date	Action
<input type="checkbox"/>	str-██████-2023Q4		Received	Short Term Rental Quarterly Report				
<input type="checkbox"/>	STR-██████-2023Q4		Received	Short Term Rental Quarterly Report				

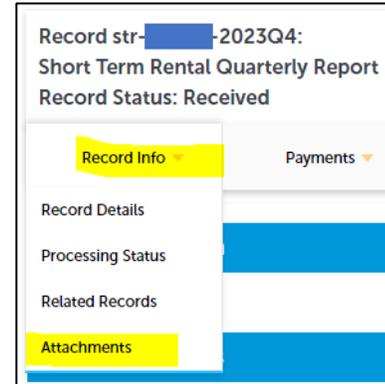
1. Click on **Short Term Rental** tab
2. Then click on the **Quarter** you want to add documents to

**\*You cannot delete previously uploaded documents\***

# STRO Host Quarterly Reports - How to Add New Documents



3. Click on **Record Info**, then click on **Attachments**



4. Click the **Add** button to add additional documents



Home Development Permits Building & Land Use Enforcement **Short Term Rental**

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Record STR-[redacted]-2023Q4:  
Short Term Rental Quarterly Report  
Record Status: Received [Add to collection](#)

Record Info Payments

### Attachments

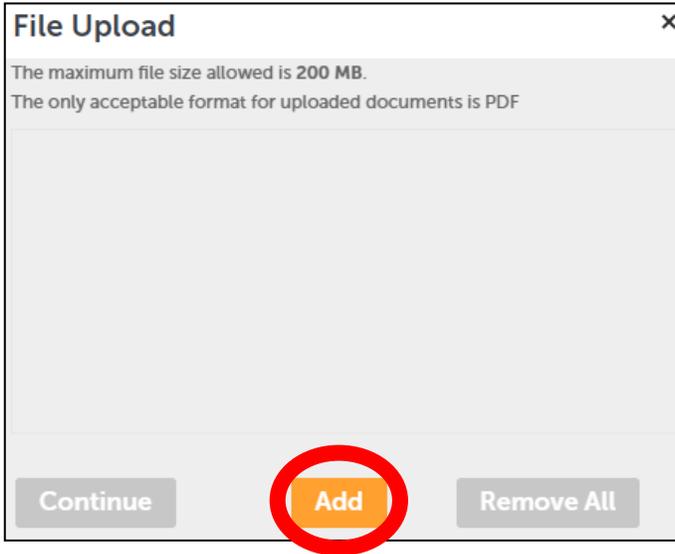
For Quarterly Reporting, please attach any documentation of STRO activity for the quarter. With a Tier 3 or Tier 4 license, a host is required to use the license a minimum of 90 days each year during the term of the license.

The maximum file size allowed is 200 MB.  
The only acceptable format for uploaded documents is PDF

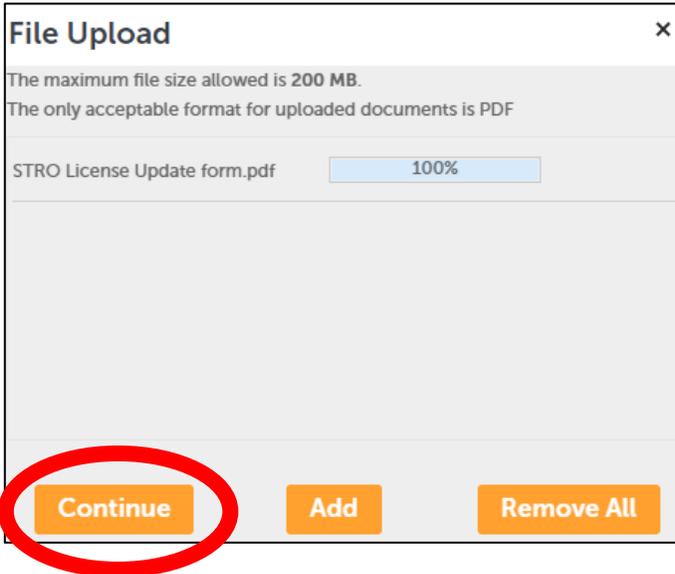
Name	Record ID	Record Type	Entity Type	Type	Size	Latest Update	Action	Entity
<a href="#">STR Quarterly Report [redacted].pdf</a>	STR-[redacted]-2023Q4	Short Term Rental Quarterly Report	Record	STR Quarterly Report	221.81 KB	11/07/2023	<a href="#">Actions</a>	Short Term Rental Quarterly Report - ST-[redacted]-2023Q4

[Add](#)

You will also be able to see previous documents that were added on this section. **\*You cannot delete previously uploaded documents\***



← 5. A box will popup to add a new document. Click the **Add button** and then choose the document from where you saved it on your PC.



← 6. Once the document is selected, click **Continue**

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### Attachments

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Name	Record ID	Record Type	Entity Type	Type	Size	Latest Update	Action	Entity
<a href="#">STR Quarterly Report</a>	str-2023Q4	Short Term Rental Quarterly Report	Record	STR Quarterly Report	134.18 KB	12/08/2023	<a href="#">Actions</a>	Short Term Rental Quarterly Report - str-2023Q4

\*Type:  File:  Description:

7. Once it has been attached, add a description stating the document that is added is the update version then click **Save**.
8. If you need to upload additional documents, click **Add** and follow steps 5 & 6 again.

# Questions? Contact

THE OFFICE OF THE CITY TREASURER

**Short-Term Residential Occupancy**

Email: [stro@sandiego.gov](mailto:stro@sandiego.gov)

Phone: 619-615-6120

