The STRO requirements will be in effect beginning May 1, 2023; this includes the requirement for all Hosts to maintain various information for each STRO transaction for a period of four (4) years and provide the information to the City upon request. Additionally, Hosts with Tier 3 or Tier 4 licenses are required to submit quarterly reports. **Hosts with Tier 1 or Tier 2 licenses are not required to submit quarterly reports.**

The quarterly reporting process for Tier 3 and Tier 4 Hosts will be as follows:

- Reports will be submitted through the Accela STRO portal. Hosts will be required to log in using the same username and password they created during the STRO license application process. For assistance with login and/or password reset, please contact our office at stro@sandiego.gov.

- Information/documentation¹ to be submitted include:
  - Number of days the dwelling unit was used for STRO in the Quarter
  - Documentation (PDF form only) to support number of days dwelling unit used for STRO in the Quarter.
    - Documentation to support booking activity would include any documentation that shows the number nights booked by date. Must include the date of guest check-in, check-out, and number of nights booked.
    - If the number of days booked is 0, a quarterly report is still required to be submitted but documentation is not required.

**Airbnb Hosts:**
- Have access to payout information related to bookings conducted on the Airbnb platform. To access this information, please visit Airbnb's help page.

**Vrbo Hosts:**
- Learn how to export the Vrbo Booking Activity reports.

**Property Management Company:**
Documentation to support booking activity would include any documentation that shows room nights booked by date.

- Quarters are based on a calendar year (January 1 through December 31). Report due dates are as follows:

<table>
<thead>
<tr>
<th>Quarter</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quarter 1 – January 1 through March 31</td>
<td>April 30</td>
</tr>
<tr>
<td>Quarter 2 – April 1 through June 30</td>
<td>July 31</td>
</tr>
<tr>
<td>Quarter 3 – July 1 through September 30</td>
<td>October 31</td>
</tr>
<tr>
<td>Quarter 4 – October 1 through December 31</td>
<td>January 31</td>
</tr>
</tbody>
</table>

Note that based on this schedule and the STRO Ordinance effective date of May 1, 2023, Tier 3 and Tier 4 Hosts are required to submit their first quarterly report by July 31, 2023 for the period May 1 through June 30.

- Hosts who do not remit the information required by the due date risk regulatory action being taken up to and including revocation of STRO license and issuance of fines.

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¹ If a Hosting Platform is utilized, Hosts should contact their Hosting Platform for instruction on obtaining the information/documentation required to be reported.