

SHORT-TERM TENANT CARDS



Requirements to qualify for short-term tenant cards:

Qualified owners who opt to utilize short-term tenant cards to provide their tenants (with leases less than 31 days) access to private amenities are entitled to up to six (6) cards for each residential parcel they own that is registered as a short-term rental with the Town of Truckee and Tahoe Donner:

1. **Registration:** The property must be registered with the Town of Truckee and have a valid permit number.
2. **Compliance:** The property must also be registered with Tahoe Donner as a short-term rental to comply with our covenant rules. If an owner is registered with the town but not Tahoe Donner, please click the link to submit your free registration form [STR Registration with Tahoe Donner](https://www.tahoedonner.com/members/short-term-rentals/str/registration) | <https://www.tahoedonner.com/members/short-term-rentals/str/registration>
3. **Apply:** Fill out request form for short-term tenant cards. [Short-Term Tenant Card Request Form](https://www.cognitofrms.com/TahoeDonnerAssociation/ShortTermTenantCardRequest) | <https://www.cognitofrms.com/TahoeDonnerAssociation/ShortTermTenantCardRequest>
4. **Fee:** Owners wishing to participate and receive short-term tenant cards must pay an annual STR Administrative fee of \$75 to keep cards active.

Things to know:

- a) **Eligibility:** Owners can opt to receive short-term tenant cards as long as their property remains registered with the Town of Truckee and the Tahoe Donner Association, they are in good standing and have paid the annual administrative fee of \$75 for card issuance.
- b) **Validity:** Cards are valid from January 1 through December 31.
- c) **Labeling:** Cards will be labeled 1 through 6.
- d) **Replacement Fee:** There is a \$10 charge for replacing lost cards. The replacement request form can be found at [Member Forms](https://www.tahoedonner.com/forms) | www.tahoedonner.com/forms
- e) **Access:** Short-term tenants may access private amenities using a short-term tenant card. Each card permits access for one (1) individual age three (3) and older, subject to a Daily Access Fee.
- f) **Access Fee:** The Daily Access Fee for short-term tenants is \$24 for ages 7+, \$10 for ages 3-6, free for 2 and under per person for all private amenities. Short-term tenant cards are not required to visit or purchase from public amenities, such as the ski resort areas, trails, restaurants, etc.
- g) **Daily Access:** Each card permits one individual to use the private amenities for just one day at a time. An STR card and daily access fee is required for each person ages 3+ (starting in 2025).
- h) **Restrictions:** Access is subject to restrictions. (See the 2025 Operating Plan)

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Property Owner's Process for Short-Term Tenant Cards

This process is for property owners who opt to participate in the short-term tenant card program. If you have any questions or need assistance, please feel free to contact Member Services at info@tahoedonner.com or (530) 587-9400 ext. 0.

1. Complete the Request Form:

- Access the form by using the provided link for [Short-Term Tenant Card Request Form](https://www.cognitoforms.com/TahoeDonnerAssociation/ShortTermTenantCardRequest) | <https://www.cognitoforms.com/TahoeDonnerAssociation/ShortTermTenantCardRequest>
- The form will ask for verification of STR Registration with the Town of Truckee and Tahoe Donner.
 - If you are not registered with Tahoe Donner, you can register at no cost through the following link: [STR Registration with Tahoe Donner](https://www.tahoedonner.com/members/short-term-rentals/str/registration). | <https://www.tahoedonner.com/members/short-term-rentals/str/registration>

2. Payment of Administrative Fee:

- Pay the \$75 Annual Administrative Fee directly through the form.

3. Confirmation:

- Wait for an email from Member Services confirming that your application has been verified and approved.
- Please note, this process may take up to 2 business days.

4. Card Pickup:

- After receiving the confirmation email, you can pick up your short-term tenant cards at the Member Services office.
- Visit the Member Services office during regular business hours or contact Member Services to arrange an alternative pickup method.
 - Member Services | 530-587-9400 ext. 0 | info@tahoedonner.com