

The Cape Town Host Compliance Checklist — 2026

With the City's draft Short-Term Letting By-law and the national Code of Good Practice for Short-Term Rentals (gazetted March 2026) both on the table, the hosts who come out ahead will be the ones with clean paperwork. Work through this one page — most items take minutes.

1 — Your right to operate

- ☐ Written confirmation from your body corporate / HOA that short-term letting is permitted (email is fine — file it).
- ☐ Check your zoning on the City's e-services portal; note whether your use may require Consent Use (common in single-residential zones).
- ☐ Confirm your building's conduct rules on guests: parking, noise hours, pool/gym access, key fobs.

2 — Safety & insurance

- ☐ Fire extinguisher (serviced, tag in date) and a smoke detector in the unit; evacuation info in your house manual.
- ☐ Short-term-rental-appropriate insurance: tell your insurer the property is let commercially — an undisclosed short-let can void a claim.
- ☐ Electric fence / gas installation certificates of compliance where applicable.

3 — Money & records

- ☐ All rental income declared to SARS (Airbnb provides an annual earnings summary; SARS can request platform data).
- ☐ Keep your own booking log — dates, nightly rate, platform, guest count — independent of the platform.
- ☐ Track VAT threshold: registration is compulsory past R1m taxable turnover in any rolling 12 months.

4 — Guest-facing hygiene

- ☐ House rules published on the listing and repeated in your pre-arrival message (noise, occupancy, parties).
- ☐ Guest data handled per POPIA: collect only what you need, never share it, delete what you don't.
- ☐ A local emergency contact reachable during every stay.

Where owners usually need help

Two ways we help. First: we can supply, fit and service the physical items on this list — extinguishers, smoke detectors, fire blankets, key safes, app-managed alarm access — quoted upfront at cost plus a flat 20% service fee, so compliance becomes one WhatsApp instead of five errands. Second: Seaboard Host Co. manages premium Cape Town listings end to end — optimisation, pricing, all guest communication and turnover coordination — for a flat 12%. We work as a co-host on your own Airbnb account, so you can see everything we do, as it happens. Founding clients: 8% for the first three

months. WhatsApp us on 072 905 0976 for a free, no-obligation listing audit.

This checklist is general information, not legal or tax advice. By-law and Code requirements are in draft/comment stages as of July 2026 — final rules may differ.