CITY OF MANZANITA

SHORT TERM RENTAL GUEST RECORD LOG

OWNER(S) NAME: (print) _____ DATE:_____PAGE_____

PHYSICAL LOCATION:_____ MCA #:_____

_____ 1ST QTR Jan/Feb/Mar (due 4/30) _____3RD QTR Jul/Aug/Sep (due 10/31)

_____ 2ND QTR Apr/May/Jun (due 7/31) _____4TH QTR Oct/Nov/Dec (due 1/31)

***RENT** is defined as "The full consideration charged, whether or not received by the Operator, for the Occupancy of Transient Lodging valued in money or in goods, labor, credits, property, or other consideration valued in money, without any deduction. Except as otherwise provided in Manzanita Ordinance 16-03, Rent includes all fees, charges and assessments (including but not limited to processing fees, cleaning fees or fees for maid service and pet fees) charged, assessed or allocated by the Operator for the Occupancy of the Transient Lodging, the payment of which is not optional and not refundable."*

DATE (Of check in)	GUEST(S) NAME	REG.#	NUMBER OF NIGHTS STAYED (Consecutive)	NIGHTLY *RENTAL RATE (Including all non optional and non refundable fees – except taxes)	*RENTAL COST (For entire stay - without taxes)	9% CITY TAX COLLECTED (On full nightly rental rate as defined)	TOTAL OF *RENT & CITY TAXES COLLECTED	ALLOWABLE DEDUCTIONS (Month to Month Rental/ or one occupant's stay of 30 or more consecutive nights)

Keep this form for your records. Do not submit it to The City of Manzanita until requested for auditing purposes.

Revised 7/2016