

SHORT TERM RENTAL LICENSE APPLICATION

1. Applicant Name(s): _____
Address: _____ Phone: _____
_____ Email: _____

2. Street Address of Rental: _____
Number of Sleeping Rooms: _____ (A sleeping room is defined as fully-enclosed habitable space with a heat source and an emergency egress or rescue opening.) (Ord.10-03)
Local Phone Number, if any: _____

3. All Owners (Include any person with a legal property interest. Continue on second sheet if needed.)
Name Address Phone Email Address

4. Required Local Contact Person(s) * *City of Manzanita Ordinance 10-03 requires that each short term rental owner designate a representative who has a key to the rental unit and is able to respond physically to the short term rental within thirty (30) minutes to address issues or must have arranged for another person to perform the same duties within the same timeframe. The requirement for identifying a local contact person applies to each person or entity making arrangements for renting a given short term rental.*

a. Primary owner or agency making reservations: _____
*Name of local contact person: _____ Phone: _____
b. Secondary owner or agency making reservations (if any): _____
*Name of local contact person: _____ Phone: _____

5. Required Weekly Garbage Service provided by: *Check one*
 Recology Western Oregon Management Agency

FEES

Fees are required:
\$ 75.00 Application and Fire & Life Safety Inspection Pd - Receipt # _____ Date _____
(Covers initial inspection and one follow-up only. Fees will be required for additional inspections.)
\$250.00 Annual License Fee (license valid 8/1 to 7/31) Pd - Receipt # _____ Date _____
(Fee is not subject to proration)

ALL LEGAL OWNERS OF PROPERTY MUST SIGN ON PAGE TWO OF THIS FORM.

OFFICE USE ONLY

Account Number _____ Entry Date _____
Zone _____ Effective Date _____

SHORT TERM RENTAL LICENSE APPLICATION (Continued)

Applicant Name(s): _____

BY MY SIGNATURE:

1. I certify that the information on this application is accurate and that I will notify the City of Manzanita should there be any changes.
2. I state my understanding that it is illegal to rent or to advertise for rent on a short term basis this or any other property inside the City of Manzanita without first obtaining and posting a current Manzanita Short Term Rental License/ Certificate of Authority as required in Manzanita Ordinance 10-03 and Ordinance 16-03.
3. I agree to comply with all City of Manzanita ordinances and regulations governing short term rentals and transient lodging taxes and acknowledge my understanding that failure to comply:
 - A. shall result in fines as laid out in Manzanita’s Civil Infractions Ordinance #15-01.
 - B. may result in the revocation of my short term rental license following its issuance.

_____	_____
Applicant’s Signature	Date
_____	_____
Co-owner’s Signature	Date
_____	_____
Co-owner’s Signature	Date
_____	_____
Co-owner’s Signature	Date
_____	_____
Co-owner’s Signature	Date
_____	_____
Co-owner’s Signature	Date

(If this property is owned by a trust or a corporation of any kind, you must attach legal documentation stating all associated persons.)

CITY OF MANZANITA

SHORT TERM RENTAL STATEMENT OF UNDERSTANDING

Each owner is to initial their understanding of each item below. Please turn this form in with the application for a short term rental license.

I understand that:

_____ It is the short term rental owners' responsibility to know, understand and comply with all City Ordinances regardless of whether or not they contract with an agency.

_____ It is illegal to rent or advertise a property for rent on a short term basis without a current City license and that doing so is a Class A Civil Infraction with a maximum civil penalty of \$1000 per violation with each day in violation considered a separate violation.

_____ Any and all advertisement for the short term rental of any property must include the license number issued by the City of Manzanita and shall appear as "MCA#" followed by the City-issued license number.

_____ A 9% City Transient Lodging Tax must be collected and submitted to the City each quarter as required and laid out in Ordinance 16-03. The tax must be collected on all "Rent" collected even if the rent is collected from friends and family outside of an agency. (See definition of "Rent".)

_____ Except as otherwise provided in 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 short term rental, the payment of which is not optional and not refundable.

_____ It is the property owners' responsibility to comply with County and State regulations governing short term rentals and transient lodging taxes. (Tillamook County and the State of Oregon also require registration of short term rentals and the collection and submittal of additional transient lodging taxes.)

_____ If a license holder uses an agency and additionally rents the property to friends, family, co-workers, or via their own advertisements, etc., the license holder must also collect the 9% tax as required in Ordinance 16-03 and submit it along with a Quarterly Tax Report form by the reporting due date every quarter even if there is no reportable rent or taxes owed.

_____ A local contact person is required and must be able to respond with a key within 30 minutes 24 hours a day whenever the property is rented, or must have arranged for an alternate person to perform the same duties as required by City Ordinance. At all other times, the local contact must be available and respond within 24 hours.

_____ The name and phone number of the alternative contact person must be kept on file with the City and be listed as a secondary local contact person on the license certificate.

_____ If the owner uses an agency and also books reservations for friends and family outside of those made by the agency, the owner must register a secondary local contact person.

_____ Any change in local contact persons must be report to the City at least 14 days prior to the date the change takes effect. A new Short Term Rental Local Contact Person Registration Contract must be completed and submitted to the City, and the re-issued City license must be posted as required in Ordinance 10-03 before the property may be again rented.

_____ All short term rental licenses are the property of the City and must be returned to the City when a license is surrendered or revoked.

_____ A short term rental license may be issued only for a single dwelling unit on a single property or for a single legal dwelling unit within a duplex on a single property.

_____ Any Person may have beneficial interest in only one short term rental property in Manzanita.

_____ When a short term rental license becomes available, it will be offered to the first person on the waiting list. That person will have one week to accept and pay for the license. After that time, the license will be offered to the next person on the waiting list.

_____ If no rental income is reported for any nine consecutive month period, the short term rental license will be considered abandoned and automatically revoked by the City.

_____ If a property holding a short term rental license is listed for sale, the owner must limit its future reservations to no more than 45 days out, and any and all pending reservations on or after the date of the recording of the deed must be cancelled.

_____ Neither short term rental licenses nor any reservations are transferable to a new owner upon sale of a property which held a short term rental license.

Property address: _____

Owners:

Printed Name

Signature

Date

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
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