



**SHORT TERM RENTAL
LOCAL CONTACT PERSON
REGISTRATION CONTRACT**

Short term rental owner name _____

Rental property street address _____

The following are the requirements concerning the Local Contact Person per City Ordinance 10-03:

Section 4. Standards.

d. Local Contact Person.

The owner shall post as required in 10-03 Section 2(a) and keep on file with the City the name and telephone number of a local contact person(s) who shall be responsible for responding to questions or concerns regarding the operation of the short term rental. This information must be kept current. This information also shall be posted in a conspicuous location within the dwelling unit.

Any change in local contact person must be reported to the City at least 14 days prior to the date the change takes effect. A new Short Term Rental Local Contact Person Registration form must be completed and submitted to the City, and the re-issued City license must be posted as required in 10-03 Section 2(a) before the property may be again rented.

The local contact person must be available to accept and immediately respond to telephone calls on a 24 hour basis at all times that the short term rental is rented and occupied. At all other times, the local contact person shall respond within 24 hours.

*The local contact person must have a key to the rental unit and be 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 name and phone number of this alternative contact person must be kept on file with the City and be listed as a secondary local contact person on the Short Term Rental License Certificate.*

The requirement for identifying a local contact person applies to each person or entity making arrangements for renting a given short term rental.

It is a Class C Civil Infraction as provided in Ordinance No. 15-01 to violate any of the standards outlined in this section.

Section 6. Violations and Penalties.

a. Each day in which a property is used in violation of any part of this Ordinance shall be considered a separate violation.

(Class C Civil Infraction: Maximum civil penalty of \$500 per violation.)

TERMS AND CONDITIONS FOR LOCAL CONTACT

By our signatures, we agree to the following terms and conditions of this contract and furthermore will comply as required.

Each owner and local contact person must acknowledge that they understand each of the following terms and conditions by initialing on each line below.

We understand that all listed Local Contact Persons shall:

- _____ 1. Possess a key to the short term rental dwelling.
- _____ 2. Be available to accept and immediately respond to telephone calls on a 24 hour basis at all times the short term rental is rented and occupied, and respond within 24 hours at all other times.
- _____ 3. Be able to respond physically to the short term rental dwelling within thirty (30) minutes or arrange to have another person to perform the same duties within the same timeframe. (This alternate person’s information and signature must be on this contract as a secondary local contact person.)
- _____ 4. Have authorization for emergency repairs.
- _____ 5. Allow name and phone number to be clearly posted in the dwelling.
- _____ 6. Pick up and post the original license certificate and the annual renewal license certificates from Manzanita City Hall and post them as required in City Ordinance 10-03 Section 2(a).
- _____ 7. Provide written resignation to the City at least 14 days prior to terminating the role of Local Contact Person for this property.

We understand that the short term rental owner shall:

- _____ 1. Report any change in local contact person to the City at least 14 days prior to the date the change is to take effect.
- _____ 2. Complete and submit to the City a new Short Term Rental Local Contact Person Registration form, and post the re-issued City license as required in City Ordinance 10-03 Section 2(a) before renting the property again.
- _____ 3. Be responsible for any violation of this contract by any person who has signed it.

It is a Class C Civil Infraction as provided in Ordinance No. 15-01 to violate any of the standards outlined in this City Ordinance 10-03 Section 4 Standards, d. Local Contact Person.

Section 6. Violations and Penalties.

a. Each day in which a property is used in violation of any part of this Ordinance shall be considered a separate violation.

(Class C Civil Infraction: Maximum civil penalty of \$500 per violation.)

LOCAL CONTACT INFORMATION:

Local Contact Name _____

Local Contact 24 Hour Phone Number _____

Local Contact Email Address _____

Local Contact Signature _____

Secondary Local Contact Name _____

Secondary Local Contact 24 Hour Phone Number _____

Secondary Local Contact Email Address _____

Secondary Local Contact Signature _____

If a second person or entity is also making reservations for renting the short term rental, a second local contact person or persons is required. If agreeable to both parties, these may be the same local contacts as above. (For example, the owner uses an agency, but also makes reservations for family and friends outside of the agency’s bookings. Owners are required to submit separate timely quarterly tax reports for these bookings.)

Local Contact Name _____

Local Contact 24 Hour Phone Number _____

Local Contact Email Address _____

Local Contact Signature _____

Secondary Local Contact Name _____

Secondary Local Contact 24 Hour Phone Number _____

Secondary Local Contact Email Address _____

Secondary Local Contact Signature _____

Owner(s) hereby acknowledges, understands and agrees that no rentals shall occur during any period of time when the property is without a registered local contact person or whenever the current City license certificate is not posted as required in City Ordinance 10-03 Section 2(a).

(Print name) (Owner Signature) (Date)

(Print name) (Owner Signature) (Date)

(Print name) (Owner Signature) (Date)

(Print name) (Owner Signature) (Date)

(Print name) (Owner Signature) (Date)

(Print name) (Owner Signature) (Date)

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