



# City of Manzanita

543 Laneda Avenue, P.O. Box 129, Manzanita, OR 97130-0129

Phone (503) 368-5343 Fax (503) 368-4145 TTY Dial 711

## 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)

Number of 9' x 18' off-street parking spaces: \_\_\_\_\_

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 secondary local contact person: \_\_\_\_\_ Phone: \_\_\_\_\_

5. Required Weekly Garbage Service provided by: *Check one*

( ) Recology Western Oregon

( ) Management Agency

### 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 SECOND PAGE OF THIS FORM**

**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.)

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**OFFICE USE ONLY**

Account Number \_\_\_\_\_

Entry Date \_\_\_\_\_

Zone \_\_\_\_\_

Effective Date \_\_\_\_\_

**CITY OF MANZANITA**  
**SHORT TERM RENTAL**  
**STATEMENT OF UNDERSTANDING**

*Every owner of record of each short term rental is required to initial their understanding of each item below and sign the last page of this form. The completed form must be turned in with the short term rental license renewal application.*

(This may be completed via email if necessary.)

**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.

\_\_\_\_\_ All citations for violations of any City Ordinance, including 10-03 regulating short term rentals and 16-03 governing transient lodging taxes, must be issued to the property owner(s)/short term rental license holder(s) regardless of who caused the violation to occur.

\_\_\_\_\_ 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 \$2000 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. Failure to do so will result in a maximum civil penalty of \$1500 per violation with each day in violation considered a separate violation. (The purpose of this regulation is to assist City staff in differentiating between legal and illegal vacation rentals, especially on the internet, so that illegal rentals can be prosecuted.)

\_\_\_\_\_ 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" below.)

\_\_\_\_\_ The short term rental owner, agent, and lodging intermediaries are jointly and severally responsible for the collection and remittal of Transient Lodging Taxes. If an agent or lodging intermediary that an owner chose to contract with neglects to collect and/or remit the correct amount of Taxes due from any reservation, the owner will be held responsible for the payment of those Taxes along with any delinquency penalties assessed.

\_\_\_\_\_ Ordinance 16-03 defines "Rent" 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 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 when 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. (This may be the same person as the primary local contact if registered as such with the City.)

\_\_\_\_\_ Any change in local contact persons 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 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.

\_\_\_\_\_ 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.

\_\_\_\_\_ All short term rentals must have and maintain a minimum of two (2) off-street parking spaces. These parking spaces must be permanently reserved for parking, not blocked or gated in any way, and available for use by renters at all times. These parking spaces must not encroach into the public right-of-way. (It is the owner’s responsibility to locate their property markers and to determine their property lines. You must obtain a permit to do any work in the City right-of-way.)

\_\_\_\_\_ Nothing may be planted, placed, or stored in the public rights-of-way. This property is owned by the City and must be available for the public to use for additional parking where it is safe to do so. Most private properties do not extend to the edge of the road. (For reference, most water meters are in the public rights-of-way and not on private property.)

\_\_\_\_\_ Every short term rental must be re-inspected by the City Building Official or designee at the City’s discretion, but no less than every five (5) years to determine the conformance of the dwelling unit with the State of Oregon Residential Specialty Code regulations which may be directly related to potential safety issues, and with all other standards required by the City.

\_\_\_\_\_ The owner of a short term rental is required to schedule and pass a new health and safety inspection when there has been a fire, flood or other event that has caused substantial damage to the structure or when there has been an addition or substantial modification to the structure holding the dwelling unit.

\_\_\_\_\_ The City may perform random health and safety inspections of a short term rental dwelling unit (1) upon receipt of safety related complaints or (2) to verify that the required emergency information and current short term rental license listing accurate contact information are posted in short term rentals as required in this Ordinance.

**Property address:** \_\_\_\_\_

**Owners:**

Printed Name

Signature

Date

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