



SHORT TERM RENTAL LICENSE APPLICATION

Applicant Name(s): _____

(If the Dwelling Unit is owned by a corporation or other entity, legal documentation, acceptable to the City, detailing the names of all Persons with any ownership interest in the entity shall be submitted with the application. Any additional cost incurred by the City in obtaining verification of such information shall be added to the cost of the license.)

Mailing Address: _____

Phone Numbers: _____

Email Addresses: _____

Street Address of Subject Dwelling Unit: _____

Number of Sleeping Rooms as Defined in Manzanita Ordinance 10-03: _____

(Definition: A fully-enclosed habitable space with a heat source and an emergency egress or rescue opening meeting the minimum standards of the current Oregon Residential Specialty Code.)

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

(All Short-Term Rental properties must provide off-street parking spaces for a minimum of two (2) vehicles. The maximum number of vehicles allowed off-street at each home shall be the number of bedrooms, plus one. Such spaces shall not be blocked and shall be available to people using the Short-Term Rental. Location and design of parking spaces shall comply with all pertinent City Ordinances, standards, and policies.)

All Owners (Include all persons with any ownership interest in this dwelling unit. Add an additional sheet if necessary.)

<u>Name</u>	<u>Address</u>	<u>Phone</u>	<u>Email Address</u>

ALL PERSONS WITH ANY OWNERSHIP INTEREST IN THIS DWELLING UNIT MUST SIGN ON THE SECOND PAGE OF THIS SHORT-TERM RENTAL LICENSE APPLICATION.

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.

Rent is defined as: *The full consideration charged, whether or not received by the operator, for the occupancy of the Short-Term Rental valued in money or in goods, labor, credits, property, or other consideration valued in money, without any deduction. Except as otherwise provided in this Ordinance, 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 for which is not optional and not refundable. **This includes any consideration related to use by family and/or friends.***

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.

Owner’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

(Add an additional sheet if necessary.)

Application Fee to Be Submitted with The Application Packet: \$250.00

The application fee includes the cost of staff time to process the application and the initial Short-Term Rental inspection. All re-inspections due to failed items on the City-published inspection list will be subject to additional inspection fees.

A Short-Term Rental applicant must have the initial Short-Term Rental inspection completed and all deficiencies corrected within three months of the application submittal date. Failure to complete the Short-Term Rental inspection process within three months of the application submittal date shall result in the expiration of the application.

Incomplete application packets shall not be accepted nor processed. After one resubmittal, all additional resubmittals for the same property shall require payment of additional application fees.