



## SHORT-TERM RENTAL PRIMARY CONTACT & LOCAL AGENT REGISTRATION

*(If the Short-Term Rental Owner lives outside of a 10-mile radius of their short-term rental, the Owner shall contract with a Local Agent to perform these duties.)*

Short term rental owner name(s): \_\_\_\_\_

Rental unit street address: \_\_\_\_\_

### **Short-Term Rental Owner and Local Agent Responsibilities per Ordinance 10-03 Section 4(d):**

**Every Short-Term Rental Owner and their Local Agent must acknowledge that they understand all the following responsibilities required by Ordinance 10-03.**

1. The Owner or Local Agent shall live within a 10-mile radius of the Short-Term Rental and be able to respond in person within **20-minutes**. If the Owner lives outside of a 10-mile radius, the Owner shall contract with a Local Agent.
2. The Owner or Local Agent shall be available to accept and immediately respond to complaints and other issues on a 24-hour basis at all times and be able to access the Short-Term Rental. Once a complaint or issue is reported, the Owner or Local Agent shall immediately make direct contact with the renter or appropriate entity by phone to resolve the reported problem. If the problem cannot be resolved or an immediate resolution is not achieved by phone, the Owner or Local Agent shall make an in-person visit to the Short-Term Rental to rectify the situation within 20-minutes.
3. The Owner or Local Agent shall maintain a consistent telephone number and email address by which to be reached 24-hours a day, 7 days a week, year-round.
4. The Owner or Local Agent shall post the Short-Term Rental License as required in Section 2(a).
5. The contact information of all Owners and Local Agents shall be kept current with the City of Manzanita at all times.
6. Any change in contact information shall be submitted to the City on a form provided by the City at least 14 days prior to the date changes will take effect. Once processed by the City, the Owner or Local Agent will be issued an updated Short-term Rental License which shall be posted as required in Section 2(a) before the property is occupied again.
7. The names and contact information for Owners and Local Agents for purposes outlined in this section shall be publishable for use by the public and other entities to address Short-Term Rental complaints and other issues.

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. Owner and Local Agent Responsibilities.

Ordinance 10-03 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.)

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### **PRIMARY CONTACT & LOCAL AGENT DESIGNATIONS:**

**Who will be the primary contact to accept and immediately respond to complaints and other issues on a 24-hour basis at all times? (This will be whose phone number will be on your required STR identification sign.)**

*If the Owner lives outside of a 10-mile radius, the Owner shall also contract with a Local Agent whose name and contact information shall also be documented on this form.*

**Please check one: Owner \_\_\_\_\_ Local Agent \_\_\_\_\_**

- **If the Owner will be the primary contact and resides full-time within a 10-mile radius of their short-term rental, fill out section one only.**
- **If the owner will be the primary contact and resides full-time outside of a 10-mile radius of their short-term rental, fill out section one and section two.**
- **If the Local Agent is the primary contact, fill out section two only.**

#### **SECTION ONE**

**Owner hereby acknowledges, understands, and agrees to abide by all requirements stated in Ordinance 10-03 Section 4 (d) Owner and Local Agent Responsibilities.**

**Owner Name:** \_\_\_\_\_

**24-Hour Phone Number (if owner is the primary contact):** \_\_\_\_\_

**Owner Email Address:** \_\_\_\_\_

**Owner Signature:** \_\_\_\_\_

#### **SECTION TWO**

**Local Agent hereby acknowledges, understands, and agrees to abide by all requirements stated in Ordinance 10-03 Section 4 (d) Owner and Local Agent Responsibilities.**

**Local Agent Name:** \_\_\_\_\_

**24-Hour Phone Number:** \_\_\_\_\_

**Local Agent Email Address:** \_\_\_\_\_

**Local Agent Signature:** \_\_\_\_\_

**OWNER(S) AGREEMENT BY SIGNATURE:**

**Owner(s) hereby acknowledges, understand, and agree to abide by all requirements as stated in Ordinance 10-03 Section 4 (d) Owner and Local Agent Responsibilities.**

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(Print name) (Owner Signature) (Date)

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(Print name) (Owner Signature) (Date)