



CITY OF MANZANITA

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strprogram@ci.manzanita.or.us

SHORT-TERM RENTAL LICENSE RENEWAL APPLICATION FOR 2023/2024

July 1, 2023

RENEWAL FEE: \$850.00
DUE DATE: August 1, 2023
(\$50 late fee assessed if not paid by due date)

This is your short-term rental license renewal application for the rental property located at _
MCA#

Please confirm that the information listed below is correct. Provide current information if the listed information is not accurate.

Existing Information

Updated Information

<p>Legal name of property owner(s)</p> <p>Mailing address City, State, Zip Code</p> <p>Email address(s)</p> <p>Phone number(s)</p>	
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Please remit all of the following by email as pdf attachments – do not embed the information in an email page or send photos of documents (incomplete renewal packets will not be accepted or processed):

1. This completed and signed renewal application.
2. Your Statement of Understanding (signed and initialed as directed by at least one property owner of record).
3. A copy of your proof of current side-yard/walk-up garbage service from Recology (Either a copy of their most recent service invoice or a confirmation email from them.)
4. A copy of your proof of personal liability insurance listing your short-term rental property address as the covered property (usually the Declaration Page contains the required information.)
5. Proof of payment of your \$850 license renewal fee (This fee should be paid via this link on the City of Manzanita website: https://secure.xpressbillpay.com/portal/payment_forms/?id=MzE1NTQ%3D. If you pay with an e-check instead of a credit card, that company does not assess a processing fee. Make sure you choose “STR Annual License Renewal Fee” from the dropdown menu so that you pay the correct amount.)

AT LEAST ONE PROPERTY OWNER OF RECORD MUST SIGN ON THE NEXT PAGE.

This license renewal is for the term of August 1, 2023 through July 31, 2024. Upon receipt of payment and a complete renewal packet, a new annual Short-term Rental License/Certificate of Authority will be issued. It will be issued to the Local Agent for posting in your rental as required.

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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 including change of local agent.

2. 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. May 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.

Owner’s Name	Signature	Date
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Owner’s Name	Signature	Date
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