



## CITY OF MANZANITA

Development Services  
P.O. Box 129, Manzanita, OR, 97130-0129  
Phone: (503) 812-2514 | TTY Dial 711  
ci.manzanita.or.us

### SHORT-TERM RENTAL LICENSE RENEWAL APPLICATION FOR 2025/2026

August 1, 2025

**RENEWAL FEE:** **\$850.00**

**DUE DATE:** **August 31, 2025**

(\$50 late fee assessed if not paid by due date)

This is your short-term rental license renewal application for 2025/26

**Please fill out the information fields below.**

<b>MCA #</b>	
<b>STR Address</b>	
<b>Legal name of property owner(s)</b>	
<b>Mailing address</b>	
<b>City, State, Zip Code</b>	
<b>Email address(s)</b>	
<b>Phone number(s)</b>	



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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. 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.)
3. A copy of your proof of current personal liability insurance listing your short-term rental property address as the covered property (usually the Declaration Page contains the required information.)
4. Proof of payment of your \$850 license renewal fee (This fee should be paid via this link on the City of Manzanita website: [Xpress FormBuilder](#). 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 THIS APPLICATION.**

This license renewal is for the term of September 1, 2025, through August 31, 2026. 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 Printed Name**

**Signature**

**Date**

**Owner's Printed Name**

**Signature**

**Date**