

Business License Attachment 1

Short Term Rental Operating License



This form is supplemental to the Business License Application and must be completed for each, individual Short-Term Rental unit.

*****It is the responsibility of the property owner to confirm with any applicable Home Owners Association/CC&R that a short-term rental is allowed within the owner's neighborhood.*****

SHORT TERM RENTAL INFORMATION

Street Address (Include Unit Number if applicable):

City, State, Zip:

Land Use Approval – When you receive approval for your Short-Term Rental Land Use Permit, the Final Decision Letter has a VR or STR number, also known as a Project Number (i.e. VR 18-09 or STR 24-01), associated with it.

Land Use Project Number:

Date of Land Use Approval:

Listing Number (The listing number(s) or website address(es) of where the short-term rental is advertised which may include, without limitation, the VRBO, Airbnb, and/or rental website number or account number and/or URL).

OWNER INFORMATION

Property Owner Name

Property Owner Mailing Address

City, State, Zip

Owner Phone Number

Owner Email Address

() -

REPRESENTATIVE INFORMATION

Representative Information. If the owner does not permanently reside within the Sisters City limits and/or is not available when the property is being rented, the owner must provide the following information for a representative who may be contacted concerning use of the property (e.g., complaints) related to the short-term rental.

Representative Name (or corporation name and contact person as appropriate)

Representative Phone Number

Representative Email Address

() -

SIGNATURE

By signing this application, the owner/authorized agent agrees to abide by the Short Term Rental Operating License requirements as stated in the Sisters Municipal Code Chapter 5.50 and the terms of the land use approval.

The undersigned declares under penalty of law that all information in this application is true.

Signature of Owner or Authorized Representative _____ Date _____

Please PRINT Name _____

(see reverse for additional application requirements)

REQUIRED SUPPORTING INFORMATION

- Prior Use:** Proof that the Short-Term Rental was rented at least once in the prior 12 months must be submitted to show that the use has not been abandoned as evidenced by:
 - New STR (no prior rental history)
 - OR-
 - Submission of your Transient Room Tax remittance form from the last 12 months (include with application)

- Notice to Neighbors:** Certification is required to document that the owner provided notice to the neighbors by:
 - Submitted evidence of an annual mailing or hand distributed flier to neighbors within a 250-foot radius of the short-term rental property address containing contact information for the owner and/or representative.
 - OR-
 - Submitted evidence of compliance (ex. photo, or similar evidence) of a small placard or sign posted near the adjacent street(s) that is visible from the public right-of-way advising neighbors and tenants of the contact information for the owner and/or representative.

- Fire and Emergency Safety:** Submit completed checklist for fire safety (fire extinguishers, smoke alarms, carbon monoxide detectors, etc.)

- Good Neighbor Guidelines:** Certification that the Good Neighbor Guidelines have been effectively relayed to short term rental tenants by incorporating it into the rental contract, including it in the rental booklet, posting it online, providing it in a conspicuous place in the dwelling unit or a similar method.
Submitted evidence of compliance (ex. Copy of rental contract, photo): _____

- Insurance:** Insurance coverage shall include commercial general liability insurance in an amount not less than \$500,000 combined single limit for personal injury and property damage and \$1,000,000 in the aggregate or a homeowner's insurance policy or endorsement that provides coverage for short-term rentals.
Submitted evidence of compliance (ex. copy of policy): _____

- Display of License:** The short-term rental license issued by City must be displayed in a prominent location within the interior of the dwelling adjacent to the front door
. Submitted evidence of compliance (ex. photo): _____

OTHER ACKNOWLEDGEMENTS (In accordance with the requirements of Section 5.50 of the SMC)

- STR List:** I acknowledge that the City may maintain a list of active short-term rental licenses, including, without limitation, the owner and/or representative's name and telephone number, and make the information publicly available upon request.

- Response to Complaints:** I acknowledge that the owner and/or representative must maintain a record of complaints and the actions taken in response to each complaint, as applicable, in an electronic or written manner deemed reasonable to document the interaction.

- Reporting:** I acknowledge that on or before the fifteenth of each month, the owner will submit to city, on a form provided by the city, a written report concerning rental information for the immediately preceding month, including, without limitation, the number of nights the short-term rental was occupied by short-term tenants.