

# 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.***

### 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 19-04), 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 Last Name, First

Property Owner Mailing Address

City, State, Zip

Owner Home Number

( ) -

Owner Cell Number

( ) -

**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.

**Local Representative Last Name, First (or corporation name and contact person as appropriate)**

Representative Number

( ) -

Representative email address

### USE IN PRIOR 12 MONTHS

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. Please check one:

☐ New STR      ☐ Transient Room Tax has been submitted to the City within last 12 months

#### OWNER ACKNOWLEDGMENT

- ☐ I acknowledge that I've received and have reviewed of a copy of the Good Neighbor Guidelines.
- ☐ I acknowledge 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 and will submit evidence with this application.
- ☐ I acknowledge that I have provided a notice to neighbors in compliance with SMC Section 5.50.060(2)(c) (*annual notice which contains contact information for the owner and/or representative and was provided via mailing or hand delivery to neighbors within 250 ft OR was posted on-site*)
- ☐ 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, publicly available upon request.
- ☐ I acknowledge that I have insurance in compliance with Section 5.50.080(C) (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).
- ☐ I acknowledge that I will display my short-term rental license issued by City in a prominent location within the interior of the dwelling adjacent to the front door in compliance with SMC Section 5.50.080 (D).

#### 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.

**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** \_\_\_\_\_