

Vacation Rental Dwelling License Application

TO: Finance Department
801 SW Hwy. 101, 3rd Floor
PO Box 50
Lincoln City, OR 97367

Stamp Date Received: _____

Zoning District: _____ File No: _____

Account No: _____

License Fee: \$100
OTP for Rental Property Fee: \$100

VRD Street Address: _____

Name Using to Advertise VRD: _____

#Bedrooms _____ #of Parking Spaces _____

Duplex/Townhouse: Yes No

Applicant/Owner Name*: _____

Mailing Address: _____

City, State, Zip: _____

Telephone #: Cell (_____) _____ Work (_____) _____

Email Address: _____

***Must include name, mailing address and telephone number of all persons holding or contracted to hold an ownership interest in the property, or holding an ownership interest in the entity that owns the property, shall be provided. Please attach additional sheets as necessary to provide a full and accurate ownership list.**

Local Representative: _____ Phone#: Day (____) _____
Night (____) _____

Address: _____

City, State and Zip: _____

Email Address: _____

Please carefully read the whole application and Operational Requirements on page 4.

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I (We) certify the following:

1. I (We) have read and understand the *Operational Requirements*, a copy of which is attached to this application, as my (our) responsibilities as owner(s) of a Vacation Rental Dwelling. I (We) agree to comply with the standards and requirements in Municipal Code §17.80.050 & §5.14.
2. I (We) understand that the dwelling is subject to inspection or independent investigation for the purpose of verifying that the property is in conformance with any or all standards and requirements of the Vacation Rental Dwelling ordinance (Municipal Code §17.80.050) and Vacation Rental Dwelling License ordinance (Municipal Code §5.14) and that I (we) must cooperate fully with city staff in their inspections and investigations.
3. I (We) understand that unresolved complaints regarding the operation of the Vacation Rental Dwelling, or failure to comply with the Vacation Rental Dwelling license or land-use standards and requirements, may result in revocation of an issued license, as provided in Municipal Code §5.14.100 (D).
4. If the VRD property is in a residential zone, except for noted exceptions to the ownership limitation authorized by law, no person identified as an owner on this application, owns other property in a residential zone in the city that is used as a vacation rental dwelling or that the city has approved for vacation rental dwelling use. (Exceptions include VRDs in Roads End lawfully established prior to July 1, 2013 and those in all other Lincoln City neighborhoods lawfully established prior to November 22, 2007.)
5. I (we) have liability insurance which expressly covers the vacation rental operations on the subject property in the amount of at least \$500,000, combined single-limit.
6. I (we) agree to maintain the property in continuous compliance with all applicable VRD land-use standards and all operational requirements, including all health and safety standards as listed in Section 5.14.060 B.4.
7. I (we) have subscribed to solid waste collection service for the subject property.
8. All improvements on the subject property are in compliance with applicable building codes in effect at the time the improvements were constructed or that such non-compliances are subject to a corrective order approved by the Building Official.

9. The City of Lincoln City has no pending enforcement actions concerning the subject property, or such violations are subject to a court approved resolution.
10. I (we) understand that I (we) are solely responsible for obtaining and renewing as required all approvals, permits, licenses or authorizations from responsible Federal, State, County, City or other local authorities necessary to use the property and facilities thereon in the manner contemplated and that I (we) have obtained all such required approvals or authorizations; further I (we) acknowledge that any license or permit granted by the City is not a waiver or modification of any other federal, state, or local requirements or authorize any violation of federal, state or local law.

I (We) hereby declare under penalty of perjury and false swearing under the laws of the State of Oregon that the foregoing information is true, complete, and correct. I (We) understand that providing false information in this application is a violation of Section 5.14 of the Municipal Code, enforceable as a Class A civil infraction and is grounds to revoke a vacation rental dwelling license issued for the property.

Property Owner Signature

Date

Property Owner Signature

Date

Providing false information under oath or affirmation may constitute the crime of False Swearing [ORS 162.075] or Perjury [ORS 162.065]; providing unsworn false information in the application to the City may constitute the crime of unsworn falsification [ORS 162.085].

Operational Requirements The owner must meet the following requirements to maintain or renew a vacation rental dwelling license (LCMC §5.14.060 B.7).

A. Maintenance of Guest Register.

The owner is responsible for maintaining a guest register for the vacation rental with a record of all vacation rental dwelling occupancy days. The register must include the name, address, and telephone number of the tenants and the dates of the rental period. The register must be available for city inspection upon request. If the city requires copies of a register, the city will treat the register information as confidential to the extent allowed or required by law.

B. Response to Complaints.

1. In addition to the owner, the local representative shall have authority to respond to tenant and neighborhood questions, concerns, or complaints. The owner or local representative is the contact person for questions or complaints regarding the occupancy of the vacation rental dwelling. The owner or local representative must be available to respond to complaints in a timely manner that is reasonable depending on the circumstances, to ensure use of the vacation rental dwelling complies with the standards for vacation rental dwelling occupancy, city ordinances, and state law.

2. Log of complaints. The owner or local representative must maintain a contemporaneous written record of the date, time, and nature of any complaint received and the action taken in response to the complaint. This record shall be made available for city inspection upon request.

C. Change in Contact Information.

The owner may revise the license information for the owner or local representative at any time provided the owner submits the revised information no later than 14 days prior to the date the change takes effect and pays any applicable fee. The purpose of such requirement is to maintain current information and to provide the revised information to surrounding property owners, as required in Section 5.14.060 D.6.

D. Notice of Contact Information.

The city will send notice to owners of property within 250 feet of the property, including the name and telephone number of the local representative as provided in a license, license renewal, or change in contact information, so that property owners may contact the local representative to report problems associated with the occupancy or use of the vacation rental dwelling. The owner shall be responsible for paying any fee for the costs of mailing such notice, as established by resolution of the city council.

E. Minimum Income Generation

To be eligible for license renewal, the property must have generated at least \$500.00 from rental occupancy during the previous year, as demonstrated by transient room tax reports filed pursuant to LCMC [3.04.070](#). The person responsible for receiving the transient room tax reports and verifying the amount of tax due will determine whether the VRD has met this standard and provide a summary determination to the department responsible for processing the renewal application. In zones that have imposed caps on the number of VRDs with unlimited rental nights, the city cannot issue a new or renewal VRD license, unless the VRD has received and maintain a VRD license in the preceding six-month period and the VRD has been rented at least 30 days in that license year. A VRD that does not meet the 30 days or more standard is eligible to apply for an accessory license. The city will keep information the owner provides under Chapter [3.04](#) LCMC confidential to the extent allowed or required by law.