



CLACKAMAS COUNTY REGISTRATION FORM Short-Term Rental (STR)

Property Address of STR: _____

Owner(s) Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Alternate Phone: _____

Email: _____

TLT Certificate #: _____

Property Name: _____

Contact Person: *(Contact person must be available 24 hours a day and be able to respond to complaints within two (2) hours.)*

Name: _____

Address: _____ City: _____ Zip: _____

Phone: _____ Alternate Phone: _____

Email: _____

The signer(s) of this form acknowledge and affirm the following:

- The Owner(s) will provide the County with up-to-date contact information for the property owner or management company, and establishes a requirement that:
 - The Contact Person will be available 24/7 when the unit is rented as an STR.
 - The Contact Person will respond to guest or neighbor issues at the property within two hours of an initial call for service.

- This STR will comply with all requirements of Clackamas County Code Section 8.10.050 including:
 - This STR meets life-safety requirements (working smoke detector, fire extinguisher, maximum occupancy limits, etc.) and will continue to meet those requirements for the duration of STR operation.
 - This STR has and will provide one off-street parking space per bedroom unless otherwise exempted by State law or County Code.
 - The Owner(s) will maintain, at least, weekly garbage pickup service to the STR.
 - The Owner(s) will include in any rental agreement that renters are prohibited from subleasing the STR or using it to generate income.

- The STR is an allowed use and complies with the Clackamas County Zoning and Development Ordinance.
- The dwelling shall have no open building or zoning code violations.
- The maximum occupancy of the STR shall be clearly posted in the STR and included in any rental agreement.
- Notice shall be posted in the STR to inform occupants of their obligations to abide by the noise control standards in Clackamas County Code Chapter 6.05.
- The contact information for the responsible party and the County's registration ID number will be posted, while paying guests are on the property, in an area and a size readily visible from the nearest public roadway.
- The registration ID number for the STR shall be included in any advertisement or rental platform.
- The Owner(s) have submitted Proof of Liability Insurance coverage to the County on the STR with this Registration.

The Owner(s) acknowledges the responsibility to register, collect, and remit the Transient Room Tax in accordance with Clackamas County Code Chapter 8.02.

The Owner(s) acknowledge that registration does not transfer with the property, and new ownership (including moving a property into a trust or LLC) requires re-registration.

Owner Signature _____ Date _____

Owner Signature _____ Date _____

Contact Person Signature _____ Date _____

Within 30 days after receiving an accurate and complete registration form, STR Program staff will provide registration confirmation.

Completed registration forms can be mailed, emailed or dropped off in person to finance department.

Mailing Address:
 Clackamas County Finance Department
 2051 Kaen Road
 Oregon City, OR 97045

Email:
str@clackamas.us.

Dropping off in person:
 Clackamas County Finance Department
 2051 Kaen Road
 Oregon City, OR 97045
 Suite 490 on the 4th floor.