CLACKAMAS COUNTY REGISTRATION FORM

Short-Term Rental (STR)

Property Address of STR:

Owner(s) Name:

Address:

City: **State:** **Zip:**

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 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

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

- The Owner(s) acknowledge that registration does not transfer with the property, and newownership (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 County Administration.

Mailing Address:

Clackamas County Administration
2051 Kaen Road
Oregon City, OR 97045

Email: **str@clackamas.us**

Dropping off in person:

Clackamas County Administration
2051 Kaen Road, 4th Floor
Oregon City, OR 97045