

**CITY OF SEASIDE BUSINESS LICENSE
SUPPLEMENTAL INFORMATION FOR
CONDOMINIUM TRANSIENT VACATION RENTAL**

In order to complete the review of a business license for short term (less than 30 day) transient rental of a condominium, the following supplemental information must be submitted in addition to the business license application:

SUBMITTAL INFORMATION

1. **Owner's Name:** _____
2. **Mailing Address:** _____
3. **Phone #:** Home _____, Work _____, Fax _____
4. **Condominium Name:** _____ **Unit #:** _____
Street Address: _____
5. **Tax Map Ref.:** Township ____, Range ____, Section __ __ ____, Tax lot # _____
6. **Home Owners Association Name:** _____
Mailing Address: _____
Representatives Name: _____
Contact Phone #: _____, **E-mail (if available):** _____
7. **Local Property Management Company's Name:** _____
Business Address: _____, **Office Phone#** _____
Property Manager's Name: _____
Business Hours Phone#: _____, **After Hours Phone#:** _____

Owners and Managers are reminded the Property Manager is the primary contact and representative of the property owner. They are expected to address complaints or tenant occupancy issues associated with the transient rental of the unit. The manager or their designee is expected to be available 24 hours a day any time the unit is being rented under a short term contract. In the case of a police matter, the manager should be available to answer questions or enforce the provisions of the unit's rental contract. Failure to meet these expectations could result in the transient rental being recognized as an un-enumerated nuisance subject to the abatement and penalty procedures in city ordinance.

8. **Provide a site plan, drawn to scale, which identifies the location of the two off-street parking spaces that are available for the unit. If specific spaces are not assigned to each unit in the complex, the applicant must document their ability to provide the two spaces within the entire complex. In addition to the site plan, a floor plan must be included that clearly indicates the use of all interior areas (e.g. bedrooms, kitchen, living room, storage etc.).**

9. In addition to being governed by the regulations established by the condominium association or other applicable city ordinances, the short term (less than 30 day) transient rental will be expected to meet the following requirements:

(a) Prior to any rental, the unit must pass a vacation rental inspection preformed by the Seaside Community Development Department (503) 738-7100. This inspection is subject to a \$40.00 fee provided not more than one re-inspection is necessary to document compliance.

(b) The transient rental of the unit must remain incidental and accessory to the primary residential use by the owner(s).

(c) The short term rental will be professionally managed by a single person or company that will be responsible for responding to any issues that may arise from the transient use of any unit. The name, address, and twenty-four hour contact information for the manager must be posted in the unit, provided to the City, and mailed to the condominium homeowner's association. This information must be kept current and any additional unit rentals in the condominium will be required to provide common management.

(d) The unit will have a maximum transient occupancy of not more than 6 individuals over the age of three. The business license with the occupancy listing must be posted in a conspicuous location inside the front door along with Good Neighbor Rules of conduct. It is the owner's responsibility to ensure the renters are aware of these limitations. The City has a standard example of Good Neighbor Rules; however, the owner or home owner's association may wish to develop their own standard posting.

(e) The owner shall post or otherwise provide a tsunami evacuation map in a conspicuous location within the unit. The City requires that a NOAA weather radio, with automatic alert capabilities, be permanently affixed in a central part of the VRD along with an informational sheet that summarizes the warning capabilities of the radio in the event of a distant tsunami.

(f) Transient renters must be instructed where to park on the common property and advised they are required to park in these spaces. On-street parking must be avoided in order to reduce potential traffic congestion and impacts in the surrounding area.

(g) Transient rentals must comply with City ordinances regarding noise, smoke, dust, litter, odor, and solid waste collection. Weekly solid waste pick-up is required during all months.

(h) It is the home owner's responsibility to assure that the transient rental unit remains in substantial compliance with any applicable Oregon State requirements for: Health, Safety, Building, Fire Codes, and Traveler's Accommodation Statutes, and the Uniform Housing Code.

(i) The transient rental is subject to the City's transient room tax ordinance and the applicant's business license must be renewed each year in January. If the business license is not renewed annually or the transient room tax

