



City of Port Orford

SHORT-TERM RENTAL PRIMARY CONTACT & LOCAL AGENT REGISTRATION

Short term rental owner name(s):

Rental unit street address:

Short-Term Rental Owner and Local Agent Responsibilities per Ordinance 2023-15:
Every Short-Term Rental Owner and their Local Agent must acknowledge that they understand all the following responsibilities required by Ordinance 2023-15 by initialing for each below.

_____ The Owner or Local Agent must be able to respond to complaints within 60 minutes. Unresolved complaints shall result in an immediate violation of chapter 5.05.090 b1

_____ The Owner or Local Agent shall maintain a record of complaints and actions taken in response to the complaint. This must be available for City inspection upon request to investigate a complaint.

_____ The Owner or Local Agent shall be available to accept and immediately respond to complaints and other issues within 60 minutes on a 24-hour basis seven days a week at all times and be able to access the Short-Term Rental. Once a complaint or issue is reported, the Owner or Local Agent shall make direct contact with the renter or appropriate entity to resolve the reported problem. If the problem cannot be resolved or an immediate resolution is not achieved, the Owner or Local Agent shall make an in-person visit to the Short-Term Rental to rectify the situation within 60 minutes.

_____ The Owner or Local Agent shall maintain a consistent telephone number and email address by which to be reached 24 hours a day, 7 days a week, year-round.

_____ The Owner or Local Agent shall post the following per Municipal Code 5.05.080. H

1. Number or any other identifying mark unique to the short-term rental operating license that indicates the license is issued by the City of Port Orford with the date of expiration.
2. The name of the licensee or representative and telephone number where the licensee or representative can be reached.
3. The number of approved parking spaces for 1-R and 2-R only.
4. Maximum occupancy permitted for the short-term rental
5. Tsunami Evacuation Map at every exit.
6. Day of the week for trash pick-up.
7. The Property address.

_____The contact information of all Owners and Local Agents shall be kept current with the City of Port Orford at all times.

_____ Any change in contact information shall be submitted to the City on a form provided by the City at least 14 days before the date changes will take effect.

_____ The following conduct constitutes a violation of chapter 5.05.110 and is a civil infraction:

- A. Discovery of material misstatements or providing of false information in the application or renewal
- B. Representing a dwelling unit as available for occupancy or rent as a short-term rental where the owner does not hold a valid operating license issued Ordinance 2023-15.
- C. Advertising or renting a short-term in a manner that does not comply with the standards of Chapter 5.
- D. Failure to comply with substantive or operational standards in Section 5.05.080, 5.05.090. or 5.05.100 or any conditions attached to a particular short-term rental license.

_____ Ordinance 2023-15 5.05.120. Penalties:

Each 24-hour period in which a dwelling unit is used, or advertised, in violation of Ordinance 2023-15 or any other ordinance of the City of Port Orford Municipal Code shall be considered a separate occurrence for calculating fines specified in the above section.

PRIMARY CONTACT & LOCAL AGENT DESIGNATIONS:

Who will be the primary contact to accept and immediately respond to complaints and other issues on a 24-hour basis at all times? (This will be whose phone number will be on your required STR identification sign and Business License.)

Please check one: Owner _____ Local Agent _____

SECTION ONE

Owner hereby acknowledges, understands, and agrees to abide by all requirements stated in Ordinance 2023-15.

Owner Name:

24-Hour Phone Number (if owner is the primary contact):

Owner Email Address:

Owner Signature: _____

Date: _____

SECTION TWO

Local Agent hereby acknowledges, understands, and agrees to abide by all requirements stated in Ordinance 2023-15.

Local Agent Name:

24-Hour Phone Number:

Local Agent Email Address:

Local Agent Signature: _____

Date: _____