



CITY OF MANZANITA

SHORT TERM RENTAL DESIGNATED CONTACT PERSON REGISTRATION

Short term rental owner name _____

Rental property street address _____

Following are the ordinance requirements of registration for local contact personnel.

*The property owner is required to designate a contact person who must be able to accept telephone calls on a 24 hour basis at all times that the short term rental is rented and occupied. Should an owner rent the property in addition to a rental agency, a second contact person must be identified in addition to the rental agency. The contact person must be able to respond physically to the short term rental within thirty (30) minutes to address issues or must have arranged for another person to address issues within the same time frame. **Contact Person information must be clearly posted in the dwelling and also registered with the City.***

By our signatures, we agree to the following terms and conditions and furthermore will comply as required.

Contact Name _____

Contact Current Phone Number (and cell if applicable) _____

Contact Mailing Address _____

TERMS AND CONDITIONS FOR LOCAL CONTACT

1. Will possess a key to the short term rental dwelling.
2. Will be available to accept telephone calls on a 24 hour basis at all times the short term rental is rented and occupied.
3. Will be able to respond physically to the short term rental dwelling within thirty (30) minutes or arrange to have another person address issues within the same timeframe.
4. Will have authorization for emergency repairs.
5. Will allow name and phone number to be clearly posted in the dwelling.
6. Will provide written resignation to the City when no longer designated as the contact.

Owner hereby acknowledges that no rentals shall occur during any period of time when the property is without a designated local contact.

(Print name) (Contact Signature) (Date)

(Print name) (Owner Signature) (Date)