

SHORT-TERM RESIDENTIAL RENTAL REGISTRATION



Community Revitalization
1333 NW Eastman Parkway
Gresham OR 97030-3813
503-618-2248

HOSTED HOMESHARE

This application is for an owner-occupied dwelling wherein a portion of it is rented to a person for lodging or residential purposes for a period of up to thirty (30) consecutive nights.
(Gresham Revised Code 9.56)

STR PROPERTY INFORMATION New application (\$175) Renewal (\$175)

Address
Street Address: _____
City: _____ State: _____ Zip: _____

Portions of home to be rented

(example: approved basement studio, upstairs bedroom and bathroom, kitchen, etc.)

Check the box above the number of bedrooms you will be renting.* Occupancy/parking requirements are noted based on the number of bedrooms rented.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Bedroom/s	1	2	3	4
	Overnight Occupancy	4	8	12	16
	Daytime Occupancy	10	14	18	22
	Off-Street Parking Required	1	1	2	2

*Renting more than 4 rooms: _____ (#)

REGISTRANT INFORMATION

Property Owner
Name: _____
Mailing Address: _____ City: _____ State: _____ Zip: _____
Phone: _____ Email: _____

Liability, Inspection & Notification

Please review and check all boxes, indicating your acknowledgement:

I am the owner of the STR applying for registration. I have attached proof of ownership in the form of one copy of the following: government issued driver's license or State ID listing STR address.

I am required to maintain general liability insurance and my insurance covers guests in the amount of \$1 million.
Policy # _____ Exp. Date _____ Company _____

I have reviewed and inspected the areas that will be available for rent as listed as per the City's provided [STR inspection checklist](#) and ensure that it meets all standards.

LOCAL REPRESENTATIVE - 24 HOUR RENTAL SITE CONTACT (Primary or secondary must reside in a location within the Portland Metro area.)

Primary Representative
Name: _____
Address: _____
Phone: _____ Email: _____

Secondary Representative
Name: _____
Address: _____
Phone: _____ Email: _____

SELF-CERTIFIED INSPECTION CHECKLIST

Use this checklist to conduct a self-inspection of the areas of the home that will be available for rent, including common areas. By checking each item below, you certify that you have conducted your own inspection and that all standards have been met as listed below and in compliance with Gresham Revised Code 9.56.

GENERAL SAFETY

- House number is visible from the street.
- Doors are easily accessible with working locks and not broken. All bedrooms shall have the capability to be locked.
- Windows are easily accessible with working locks and not broken.
- At least one fire extinguisher on every floor of the home in conspicuous, easy-to-grab spots, near exits that are accessible within seconds. Place one near the kitchen exit away from a stove or oven.
- Hot water heater is set no higher than 120 degrees Fahrenheit.
- Stairs have at least one handrail.
- Things that can burn are at least 3 feet from the furnace, fireplace (should have screen and hearth), heater, appliances, and stovetop. Any flammables are stored properly.
- A safe, continuous, and unobstructed path to public way.
- There is no significant presence of mold, dampness or water damage.
- Appliances are all in a safe, working condition.
- Habitable rooms have proper heat source. (Installed force air unit, electric heaters, etc. capable of maintaining 68°F at a height of 3'0" above floor. No portable heaters allowed.)

SMOKE & CARBON MONOXIDE DETECTORS

Smoke Detectors*

- All operational
- On every level
- Outside each bedroom
- In each bedroom
- 10 ft minimum from fixed cooking appliances in/near the kitchen

Carbon Monoxide Detectors

- All operational
- Outside every sleeping area

**For larger homes where the interior floor area on a given level is greater than 1,000 square feet provide at least 1 smoke alarm for every 500 feet.*

BEDROOMS

- Bedroom is a legal sleeping room per definition: Minimum of 70 square ft. with minimum horizontal distance of wall of 7 feet. Must have at least one lockable door and one window opening directly to outside of dwelling and minimum NET opening area of 5.7 square feet). Must also have a proper heat source.
- All bedrooms have exit door and exit window in good working condition (not blocked by furniture, damaged or barred and are easily openable) and all second-floor bedrooms have an emergency escape ladder stored in a conspicuous place.
[**See Diagram](#)

ELECTRICAL

- All electrical appears to be in safe and working condition (no exposed or damaged wiring, electrical panel properly covered and accessible, faceplate covers in place, extension cords are not used as fixed wiring).

Application continued on next page

SHORT TERM RENTAL (STR)
REGISTRATION AGREEMENT - HOSTED HOMESHARE

By checking each item below and signing this application, I affirm that:

Check each item to confirm understanding.

- I understand that providing false information in this application shall be a violation of the Gresham city code, and shall be grounds to deny the application, void the approval, or revoke a STR registration issued for the property.
- Operation of the STR shall comply with all City codes. I have read and understand the information provided to me in the Owner Information sheet regarding Gresham Revised Code (GRC) sections that may be applicable STRs such as general nuisance, noise, trash, parking, STR requirements, etc. within GRC [Chapter 7](#), [Chapter 8](#) and [Chapter 9](#).
- STR owners will be responsible for collecting and remitting the transient lodging tax and filing quarterly. Details and application available at <https://greshamoregon.gov/lodging-tax/>. A person who furnishes temporary or short-term lodging is considered a transient lodging provider. For platforms that will not remit on your behalf, we recommend that you decline, collect, and remit personally.
- My STR will only be operated as a Hosted Homeshare in accordance with Gresham Revised Code 9.56. The operation of the STR is, to my knowledge, an approved use under any applicable HOA or CC&Rs.
- The approved registration for the STR will be posted on the interior of a window facing the street adjacent to the front door. If that location is not available, it will be posted in a location clearly visible to any person desiring to review it.
- Operation of the STR will comply with [Good Neighbor Guidelines](#) and the Good Neighbor Guidelines will be provided to tenants in the rental agreement, and by providing or posting it in 2 prominent locations within the STR.
- Designated approved off-street parking spaces will be available for use by STR overnight occupants for 1 space for every 2 bedrooms, rounded up.
- I will maintain updated contact information, including mailing address, phone number, and email address, during the period of registration for the purposes of official communication about the STR, including service of any notice, warning letter, citation or complaint related to the STR. I will notify the City of any contact information updates within 10 days of the change.
- I consent to service of any warning letters, citations, and complaints by mail at the designated mailing address of the primary STR owner provided on this Short-Term Rental Registration form.
- I certify that the information contained herein is true and correct to the best of knowledge.

By typing my name, I acknowledge and certify that I agree to the terms of this application and STR requirements.

Printed Name _____

Date _____

Submit by Mail	Submit Online
Mail printed application, copy of proof of ownership, and a check made out to the City of Gresham for the \$175 registration fee to: <div style="margin-left: 40px;"> City of Gresham Permit Center 1333 NW Eastman Pkwy Gresham, OR 97030 </div>	Email your completed PDF application, and an image or copy of proof of ownership to: <div style="margin-left: 40px;"> PermitCenter@GreshamOregon.gov </div> Then, go to (LINK) to pay \$175 registration fee online.