

SHORT-TERM RESIDENTIAL RENTAL REGISTRATION



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

VACATION HOME RENTAL

This application is for a non-owner-occupied dwelling or any portion thereof that is not occupied by at least one owner and rented to any 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 (\$375) Renewal (\$375)

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

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 the provided inspection checklist example and have ensured the dwelling is ready for City inspection.

I understand once approved, the City will provide notification of registration and contact information to neighboring dwellings within 100 ft.

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

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

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

Application continued on next page

SHORT TERM RENTAL (STR)

REGISTRATION AGREEMENT – VACATION HOME RENTAL

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 Vacation Home Rental (VHR) 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 understand that the City must perform and approve an inspection of the STR prior to use or being issued a registration certificate. I also acknowledge that the inspection checklist has been made available to me via the City's STR web page and/or application. I also understand that if the STR does not pass initial inspection, I am responsible for scheduling a re-inspection and paying a \$125 re-inspection fee.
- 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 \$375 registration fee to: City of Gresham Permit Center 1333 NW Eastman Pkwy Gresham, OR 97030	Email your completed PDF application, and an image or copy of proof of ownership to: PermitCenter@GreshamOregon.gov Then, go to [Link] to pay \$375 registration fee online.