

Short-Term Rental Owner Information VACATION HOME RENTAL

Before applying, please read the following. You will be asked during the application process to certify that you have read and understand this information and requirements.

- Registration of Short-Term Rentals (STR) is required and will be valid for year from the issue date.
- Registration number is required to be included on the marketplace/platform advertisement of the STR.
- In addition to the owner information, contact information must be provided for a primary and secondary representative who are authorized to address complaints and respond to the property (one of which must reside within the Portland-metro area). The City must be informed of any changes to the information contained in the registration within 10 calendar days.
- Owner, registered primary or secondary contact must provide prompt response to STR complaints or issues.

For a Vacation Home Rental, you must:

- Provide proof by a copy of government issued ID that the owner owns the STR.
- Provide the company, policy number and expiration date of liability insurance that covers guests for up to \$1 million.
- Have the City perform and approved an inspection of the STR.

City Regulations and Codes

Prior to applying for the STR, be sure the occupancy and parking requirements can be met.

Occupancy

- The occupancy limitations for guest are as follows:
Overnight: 2 guests per bedroom + 2 additional persons
Daytime: Overnight occupancy + 6 guests.
- The STR may not be used for events or gathering of people who have been invited to a short-term residential rental for the primary purpose of socializing and/or participating in a ceremonial or business activity, such as parties, weddings, reunions, and company retreats.

Parking

- One code-compliant off-street parking space shall be made available for every two bedrooms (rounded up). Garage space may be used to meet the requirement if the space is not available for use by another occupant.

Additional Applicable City Codes

The owner of the STR must enforce Good Neighbor Guidelines, regulations and City codes including Gresham Revised Codes 7, 8, and 9, inclusive of the following:

- Noise of guests shall be enforced and adhere to the City's noise code including observation of quiet time between the hours of 10 p.m. and 7 a.m.

- Garbage must be secured within a fly-proof, rodent-proof, water-tight covered container that is kept clean and in good repair, and is removed from the premises at regular intervals not to exceed seven days, unless less frequent service is being provided by the hauler.
- The person in charge of property within the city shall maintain vegetation within the planter strip and along the street or alley adjacent to the property soil, loose rock, gravel or stone is prohibited as a parking surface.
- Domesticated animal excrement must be picked up within a reasonable time and may not cause an offensive odor to neighboring property or interfere with the use of neighboring property.
- All motor vehicles shall be parked on a hard surface, such as compacted gravel, concrete, asphalt or similar durable material.

Links to full code language at GreshamOregon.gov/STR.

Notification Requirements

- Post the Registration Certificate on the interior of a window facing the street adjacent to the front door is required. If no such area exists, then the notice shall be posted in a location clearly visible to any person desiring to review it.
- Provide guests with the City provided “Good Neighbor Guidelines” within the online advertisement as well as post in two (2) distinct visible places within the STR, such as the entryway, kitchen, bedroom door or guest book.
- The City will provide notification of Registration to neighbors within 100 ft of the STR.