



**Short Term Rental Operating License  
Affidavit of Notice**

*Important: Required for Vacation Home Rentals Only, not Hosted Homeshares*

I, \_\_\_\_\_, certify that I have provided notice of an application for a Short Term Rental Operating License to property owners and residents within 250 feet of the short term rental location **or** that I will post a placard, as permitted by the City of Hood River Municipal Code Title 18 (Sign Regulations) or substantially similar to the model placard provided in the Short-term Rental Application Packet, near the adjacent street advising neighbors and tenants of the same information where it can be seen from the public right-of-way. This notice provides the owner and local property manager information, including the emergency 24/7 phone number. The placard additionally will provide the Short-term Rental operating license, once issued.

STR Address: \_\_\_\_\_

Please attach:

- a copy of your notice or a mockup of your placard (*license number to be added*), or
- list of adjacent property owners notified

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Neighborhood Notification**  
**Accessory Short-Term Rental Permit – City of Hood River**

Date: \_\_\_\_\_

Dear Neighbor:

This letter is to make you aware that I am applying for a short-term rental (STR) license for my residence as permitted by the City of Hood River’s Municipal Code Title 17 and Chapter 5.10. You are receiving this notice because as part of the permit application I am required to mail or deliver this notice with the information below to adjacent residents and property owners within a 250 foot radius or post a small placard or sign.

Owner: \_\_\_\_\_

STR Address: \_\_\_\_\_

Local Property Contact Name: \_\_\_\_\_

Property Contact Telephone for 24/7 Contact: \_\_\_\_\_

Local Property Contact E-mail: \_\_\_\_\_

*(Additional secondary contacts attached, if applicable)*

Sincerely,

**Placard should be placed:**

- Where it can be easily seen from the Public Right-of-Way (ex. streets, sidewalks), but **outside of the Public Right-of-Way**
  - More than 1ft. off the ground, but less than 4ft. off the ground
  - Within 5ft. of the frontage of the property line
  - Not within 5ft of a visual obstruction (ex. shrubs, trees, lawn furniture)
- Signs that meet these requirements are exempt from the sign permitting process and fees. Print it Sign Media, 1820 Cascade Ave. Hood River OR, can provide all-weather placards for \$15 to \$24 depending on material quality chosen (quoted price as of 2017)

# Short-term Rental

## [Address]

### License: #####

# Property Contact

## [Name]

## [Phone Number]

Placard should be at least 8.5" by 11", but not larger than 1 sq. ft.

Required information includes:

- a) License number (once issued)
- b) Short-term Rental Address
- c) Local property contact Information

Any additional information, formatting, logos, etc. are encouraged as long as the required information is easily readable. Aesthetically attractive signs are encouraged, but readability is of primary importance.