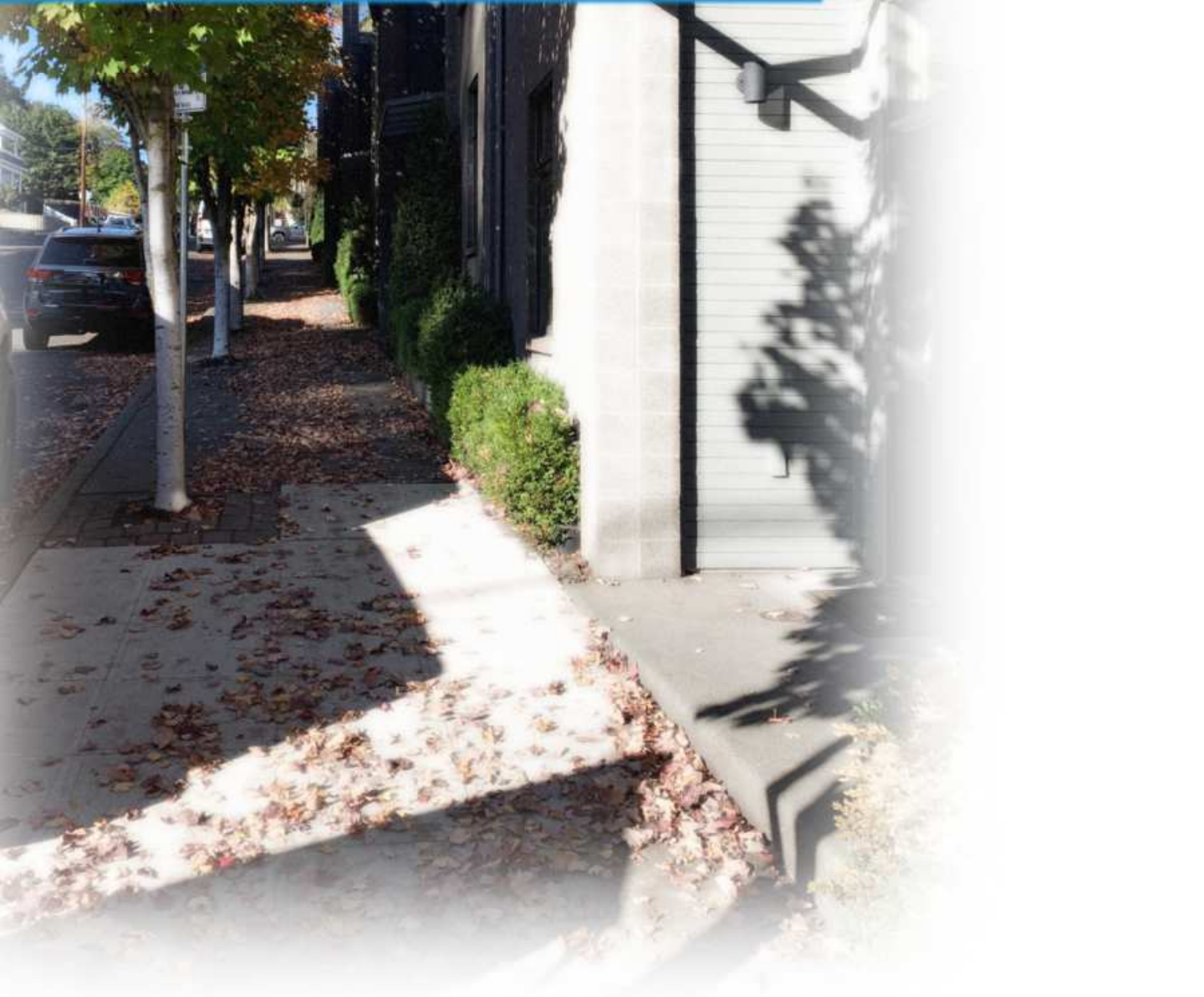




Short-Term Rentals



Apply Online

Save Time. Save Trees. Go Paperless

cityofhoodriver.gov/planning/short-term-rentals/str-online-app



**Operating License Application
and Information Packet**

2023/2024



FY 2023-24 Short-term Rental Program Fees

Typical Short-term Rental Fees

\$191 Pro-Rated Annual License Fee & \$95 Application Review Fee (\$286 Total)

Mid-calendar year STR license fees will be prorated to align with renewal dates for all STR licenses. All new STR operators will be charged the initial application review fee at any time of the year.

Special Circumstance Short-term Rental Fee

\$254 Hearings Officer/Appeal Fee

The appeals fee is separate from the standard STR fees above and will only be charged upon initiation of an appeal of an STR decision by a property owner. The City and County of Hood River jointly share an STR Hearings Officer for short-term rental matters.



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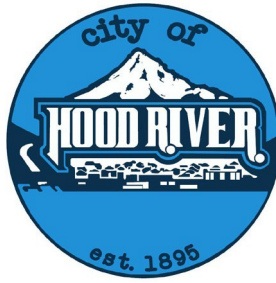
P. 19-20: STR Operating License Owner Information

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SHORT-TERM RENTAL APPLICATION CHECKLIST & DEPARTMENT SIGN OFF

This packet contains application materials and information that will aid you in complying with the City of Hood River's Short Term Rental Program Regulations, as stated in the relevant chapters of City of Hood River Municipal Code Title 17 and Title 5. Review these documents carefully to ensure that you are in compliance. All of this information may be found on the City's website at cityofhoodriver.gov/planning/short-term-rentals/. Please use the checklist below as a step-by-step guide to complete your STR application. It is recommended that the steps in the checklist are completed in order.

1. Complete Short-Term Rental License Application Form (next page) Complete the STR application form included in the packet. It is recommended that you review the application packet and relevant regulations before starting the application process. Questions pertaining to the STR application process and land use rules can be directed to the Hood River Planning Department by either emailing planning@cityofhoodriver.gov or calling 541-387-5210.	
2. Physical Inspection Schedule a fire and life safety inspection completed by a licensed home inspection company that covers the items in the City's STR checklist. A copy of the items to be inspected is attached in this application packet. The homeowner will handle payment and scheduling of this inspection independently with a home inspection company.	<i>No signature required; attach inspection certificate</i>
3. Register the Short-term Rental with the County Assessor The Hood River County Assessor's Office is located at 601 State Street Hood River, OR 97031 or can be reached at (541) 386-4522. Office hours are: Monday – Friday, 8 AM - 5 PM. Electronic confirmation of registration can substitute for Assessor's Office Signature	<div style="text-align: center;"> <div>County Assessor</div> <hr/> <div>Signature</div> <hr/> <div>Name/Title</div> <hr/> <div>STR Address</div> </div>
4. Neighborhood Notice- Vacation Home Rentals only HRMC 5.10 requires hand delivered and/or mailed notice or a small placard with required property contact information. Included in this application packet is an affidavit of notice and sample placard. Please contact the City's Planning Department if you need assistance identifying the properties within 250-ft of your Short-term Rental. <i>Note: This requirement does not apply to Hosted Homeshares</i>	<i>No signature required; attach affidavit of notice</i>

5. Collect and Attached Required Documentation

A) Proof of Residency (for STRs in R1, R2, R3 zones)

Provide one copy of at least two of the following documents:

- voter registration;
 - Oregon driver's license or Identification Card;
 - federal income tax return from most recent tax year (page 1 only with financial data redacted)
-

-- B) Site & Parking Plan (for STRs in all zones)

Site plan should be drawn to scale and showing property boundaries, all existing structures & driveways. One hard-surfaced off-street parking space (9'x18') is required for every two bedrooms available for short-term rental use. Parking areas shall not be located in the front yard. Required parking may be provided on another lot within 250 feet of the subject property with a shared parking agreement or proof of legal parking access. Please submit dated photo(s) of interior parking spaces (e.g. garage if applicable) and a full parking diagram of all available parking spaces for the Short Term Rental. Example parking plan attached.

A copy of the approved Parking Plan must be posted inside the STR.

-- C) Proof of Garbage Service (Vacation Homes only, Hosted Homeshares are exempt) Vacation Home Rentals shall have weekly solid waste collection with **assisted pick-up** by the solid waste provider, if available. Contact Hood River Garbage & Recycling to establish service at (541) 386-2272. A copy of a recent garbage bill is sufficient documentation of service.

6. Final City of Hood River Review

Applications with supporting documentation can be submitted to the City of Hood River Planning Department in the City Hall Lobby or mailed to 211 2nd Street, Hood River, OR 97031, attn.: STR Program. Please include payment for the application review fee and license fee. **The most current STR Fee Sheet is posted on the STR webpage.** License fees are renewable each January. Mid-calendar year licensing fees for new short-term rentals (not already in operation) can be pro-rated for the remaining months in the calendar year. Approved applications for new short-term rentals will be registered to collect transient room tax. The certificate to collect transient room tax and operate a short-term rental will be mailed to the address provided.



Short-Term Rental (STR) Applicant Information Form

To: City of Hood River
211 2nd Street
Hood River, OR 97031

For City Staff Use Only

Date Received: _____

Received by: _____

Zoning: _____

Filing Fee Paid: _____

Cert. No: _____

Nights/Year: _____

Occupancy Limit: Day Night

Date Approved/Denied: _____

STR Street Address: _____

Legal Description: Township _____ Range _____ Section _____ Tax Lot(s) _____

Primary Owner's Name: _____

Mailing Address: _____

City: _____ State/Zip: _____

Preferred Telephone: _____ Email: _____

Mail STR License to (check one): STR Address _____ Owner Mailing Address _____

Property Manager _____ Other: _____

Type of Rental (check one): _____ Hosted Homeshare _____ Vacation Home Rental _____ Both

#of Bedrooms to be rented: _____ (Overnight limit = 2 persons per bedroom + 2 additional persons)

For Hosted Homeshare, portion of Home to be Rented (e.g. basement bedroom + bathroom):

Listing Number or Website Addresses, list all that apply (e.g. VRBO/Airbnb/rental website number, acct. #, URL):

Is there an Accessory Dwelling Unit on-site? _____ If Yes, Permit No. _____

Note: Accessory Dwelling Units may not be used for Short-term Rentals HRMC 17.23.010.K

If different than owner,

Authorized Agent (Property management company or other designee authorized to act on owner's behalf):

Mailing Address: _____

City: _____ State/Zip: _____

Preferred Telephone: _____ Email: _____

Local Representative (Emergency contact who can respond to complaints within 30 minutes travel time):

Name _____ Address: _____

Telephone: _____ Email: _____

Additional Owner's Name (if applicable): _____

Mailing Address (City/State/Zip): _____

Preferred Telephone: _____ Email: _____

Additional Owner's Name (if applicable): _____

Mailing Address (City/State/Zip): _____

Preferred Telephone: _____ Email: _____

----- Continued on the Next Page -----

By completing and signing this application I (we) affirm that:*Initial next to each statement and sign at the bottom***Initial**

- _____ The information contained herein is true and correct to the best of my knowledge.
- _____ The operation of the short-term rental unit is in compliance with any applicable private covenants.
- Either (check one):
- ☐ A mailing or flier will be provided to neighbors within a 250-foot radius of the short-term rental property containing the property address and owner or representative contact information; or
- ☐ A small placard or sign will be posted on the property in proximity to the adjacent street where it can be seen from the public right-of-way advising neighbors and tenants of the same information. Signs will conform to HRMC Title 18 Sign Ordinance
- ☐ My STR will only be operated as a Hosted Homeshare with an owner present whenever guests are present
- _____ The tenants will be provided a parking diagram verifying the location of all parking spaces available for the short-term rental and the diagram will be posted in a prominent location within the short-term rental. The designated parking spaces will be available for use by short-term rental tenants.
- _____ Operation of the short-term rental will comply with Good Neighbor Guidelines and the Good Neighbor Guidelines will be provided to tenants in the rental agreement or by posting it in a prominent location within the short-term rental.
- _____ The approved license for the short-term rental will be posted in the interior of the dwelling adjacent to the front door.
- _____ I (we) have read and understand Hood River Municipal Code (HRMC) regulating Short-term Rentals (*HRMC Title 17 and HRMC Title 5 Chapter 10*)
- _____ I (we) will maintain updated contact information, including mailing address, phone number, and email address, during the period of licensure for the purposes of official communication about the short-term rental, including service of any notice, warning letter, citation or complaint related to the short-term rental.
- _____ I (we) consent to service of any warning letters, citations, and complaints by mail at the designated mailing address of the primary short-term rental owner provided on this Short-term Rental Applicant Information Form
- _____ I (we) understand that providing false information in this application shall be a violation of the City of Hood River Municipal Code, and shall be grounds to deny the application, void the approval, enjoin the use, and revoke a Short-term Rental license issued for the property.

SIGNATURES: All Owners must sign (Corporate or LLC owned parcels require authorized signatures)

_____	_____	_____
Owner Signature	Printed Name	Date
_____	_____	_____
Owner Signature	Printed Name	Date
_____	_____	_____
Authorized Agent Signature	Printed Name	Date



**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



Short-Term Rental Operating License Inspection Information

City of Hood River Short-Term Rental Inspection Process

Inspection and certification are required per dwelling unit

The City of Hood River requires homeowners to obtain a Short-Term Rental (STR) inspection completed by a licensed home inspection company that covers the items in the City's STR checklist. The homeowner will handle payment and scheduling of this inspection independently with a home inspection company. If any of the required inspection items below fail, a re-inspection is required. Once a passed inspection is received, the inspection report is required to be included with the STR application.

STR Unit Inspection Responsibility. It is the STR licensee's responsibility to assure that the short-term rental is and remains in substantial compliance with all applicable codes regarding fire, building and safety, health and safety, other relevant laws, and the City's checklist for STR rentals. Verification by the City may be required prior to issuance of a license and may be required for each renewal at the City Manager's discretion.

Required Inspection Items

Is the structure a Single Family Dwelling?

1. Smoke Alarms

- a) Home has smoke alarms on every level
- b) Home has a smoke alarm in every bedroom
- c) Smoke alarms are located outside each separate sleeping area
- d) Smoke alarms are located at least 10 feet from a stationary or fixed cooking appliance
- e) For larger homes (where the interior floor area on a given level is greater than 1,000 square feet), there is an average of at least 1 smoke alarm for every 500 feet
- f) All smoke alarms are working

2. Carbon Monoxide Alarms

- a) Home has a carbon monoxide alarm outside each separate sleeping area
- b) Home has a carbon monoxide alarm on every level
- c) Carbon monoxide alarms are working

3. General Safety

- a) House number is visible from the street
- b) Doors & Windows used for escape open easily - not blocked by furniture, security bars, or nailed/painted shut
- c) Hot Water Heater is set no higher than 120 degrees Fahrenheit

4. Flammable Appliances

- a) Things that can burn are at least 3 feet from the furnace
- b) Furnace is inspected and cleaned annually
- c) Chimney is inspected annually and cleaned as needed
- d) Clothes dryer lint filter and vent pipe are clean

5. Throughout the Home

- a) If smoking is allowed on property, there are approved containers to receive burning cigarette butts
- b) Minimum light and ventilation

6. Kitchen

- a) Things that can burn are removed from the immediate area of the stovetop
- b) Tip over device on stove

7. Living/Family Room

- a) If there is a fireplace, it has proper screen and hearth
- b) Things that can burn are at least 3 feet from space heaters and fireplaces

8. Bedrooms

- a) All bedrooms have two ways out - typically this is an egress door or window directly from bedroom to outside & the general exit path back out through front door. See page 3 for further window egress details. Contact the Building Department if you need further clarification.

9. Garage

- a) There is a solid door between garage and residence
- b) Flammables are stored properly

10. Outside the Home

- a) Outside electrical receptacles are GFCI and they are in good working condition
- b) There is no rubbish, trash, brush, or tree trimmings accumulation on the property, on the roof, or in the gutters
- c) Barbecue grill is only used outdoors
- d) Swimming pool filter, heater or hot tub is properly grounded
- e) Exit path is clear and unobstructed to public way

11. Electrical

- a) Kitchen and bathrooms have GFCI outlets on countertop surfaces within 6 feet of running water outlets and they are working properly
- b) All receptacle and switch faceplates are installed and in good condition
- c) Receptacles have been tested and are in good working condition - no evidence of arcing or overheating
- d) Switches are in good condition - no evidence of arcing or overheating
- d) Lighting fixture canopies are fastened in place and fixture is in good condition
- e) Bulbs in light fixtures are the correct wattage for the lighting fixture
- f) Flexible cords and cables (extension cords) are not used as fixed wiring, run through holes in walls, ceiling or floor, run through doorways or windows, or under carpets, or attached to building surfaces
- g) Panel board and distribution equipment is accessible for inspection and in good condition - no evidence of overheating, corrosion, or other damage

12. Stair Safety

- a) Stairs are provided with handrail(s)
- b) Stairs can be illuminated
- c) Stair tread depth and riser height are uniform
- d) Guardrails are in place

13. Hood River Short-term Rental Rules Compliance

- a) License/Tax Certificate Posted Prominently
- b) Parking Diagram in Prominent Location
- c) Parking Diagram Spaces Actually Available - Provide picture of parking space(s)

14. Post Good Neighbor Guidelines

Recommended Items

1. Smoke alarms are interconnected so when one sounds, they all sound
2. Home has a home fire sprinkler system
3. No lit candles are permitted in home
4. Small appliances are unplugged when not in use
5. The use of portable space heaters is not allowed
6. All second-floor bedrooms have an emergency escape ladder stored in a conspicuous place
7. Gas powered equipment is stored in an outside shed or garage, separate from the home
8. Gasoline is stored in an approved safety container in an outside shed or garage, separate from the home
9. Swimming pool or hot tub is enclosed by a four-sided fence and locked gate
10. Stairs can be illuminated for nighttime use

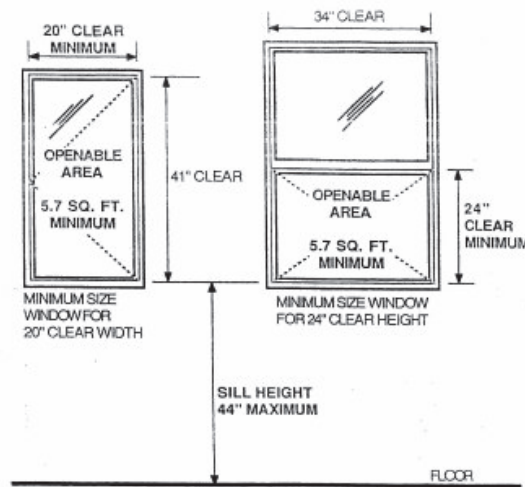
Egress Windows - Quick How to Guide

Where do I need an egress window?

Basements and every sleeping room shall have at least 1 operable window or exterior door for rescue and safe egress out of your home. If your basement has more than 1 sleeping room, you are required to provide emergency egress and rescue openings for each bedroom (R310 ORSC).

What are the requirements for egress windows?

- 44" maximum windowsill height above floor
- 5.7sf minimum net clear opening when window fully open
- 5sf minimum net clear opening when window fully open (allowed at grade level only)
- 24" Minimum vertical opening and 20" minimum horizontal opening at window



NOTE: A 20" X 24" DOES NOT MEET THE 5.7sqft REQUIREMENT. If you choose a min dimension in direction, ensure the opposite direction is great enough to meet 5.7sqft.

Where can I find more information?

- State of Oregon Building Codes Division: Oregon Residential Specialty Code – Section R310 Emergency Escape and Rescue Openings will be most applicable: <http://www.oregon.gov/bcd/pages/index.aspx>
- Contact Hood River Building Department at 541-387-5202.

Examples of special appeal to Building Department for existing buildings:

- 12" step minimum depth and 12" maximum height as an optional solution where window as a 5.7sf opening, but sill higher than 44" above floor. Install permanent single step below window, matching width of window. Top of step to bottom of sill to be no more than 44"
- 9sf minimum horizontal area for window wells, with a minimum horizontal projection and width of 3ft. The area of window well shall allow the emergency escape/rescue opening to be fully opened. If well greater than 44" see R310.2 for more details on ladders and steps out of well.

Local STR/Home Inspectors

Home Inspection Companies familiar with the City's STR Inspection process:

[Andy Harmon Home Inspections](#)

- Email: harmon7@gmail.com
- Phone: 907-252-3930
- Contractor's License (CCB)#: 195746

[Dunn Inspections \(Rachael Dunn\)](#)

- Email: rachaeldunnit@gmail.com
- Phone: 541-399-3356
- Contractor's License (CCB)#: 202675

[High Prairie Home Inspections \(Spencer Sieler\)](#)

- Email: Spencer@highprairieinspections.com
- Phone: 360-624-6033
- Contractor's License (CCB)#: 240880

[Columbia Gorge Inspections \(Shawn Johnson\)](#)

- Email: shawn@columbiagorgeinspections.com
- Phone: 509-593-3533
- Contractor's License (CCB)#: 235266

[Summit Home Inspection, LLC \(Dave Smith\)](#)

- Email: dave@summit-home.com
- Phone: 541-490-0451
- Contractor's License (CCB)#: 226733

Other local Home Inspectors:

[Americana Home Inspections \(Mark & Celeste Scott\)](#)

- Email: ILoveAmericanaToo@yahoo.com
- Phone: 360-513-5533
- Contractor's License (CCB)#: 193236

[Mosaic Home Inspections \(Kirt Davis\)](#)

- Email: mosaicinspections@gmail.com
- Phone: 509-310-9326
- Contractor's License (CCB)#: 209895

[Cascadian Home Inspections \(Max Keyser\)](#)

- Email: cascadianhomeinspection@gmail.com
- Phone: 920-619-0471
- Contractor's License (CCB)#: 206701

[Mountain & Valley Home Inspection \(Jesse Rundell\)](#)

- Email: mtnandvalleyhomeinspection@gmail.com
- Phone: 971-444-9685
- Contractor's License (CCB)#: 214726



Short-Term Rental Operating License Examples and Templates

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:

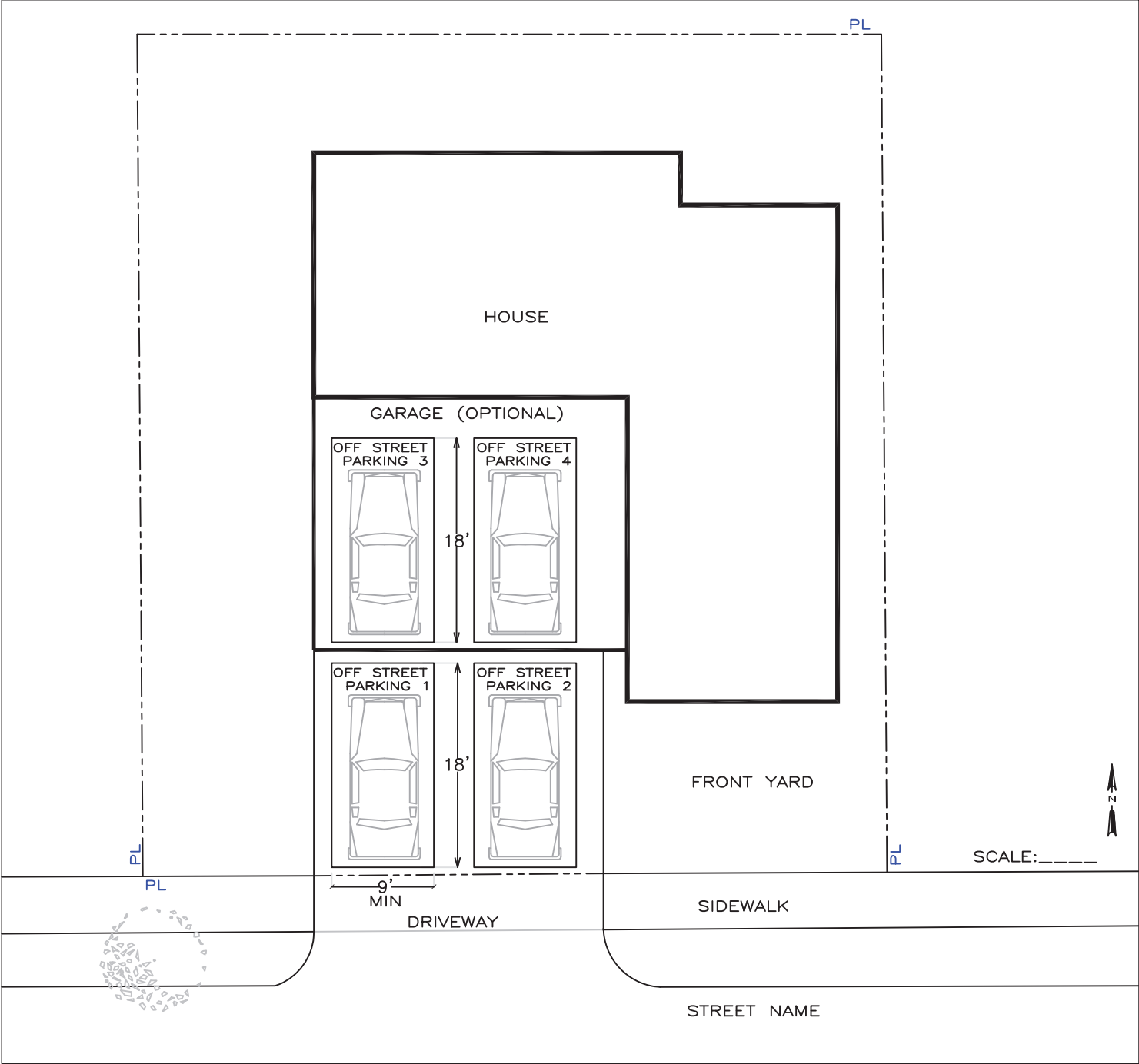
- a) License number (once issued)
- b) Short-term Rental Address
- c) Local property contact Information

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.



CITY OF HOOD RIVER - SAMPLE PARKING PLAN - SHORT TERM RENTAL
DRAWN TO SCALE

SITE PLAN EXAMPLE



PARKING SPECIFICS TO INCLUDE:

1. ONE HARD-SURFACED OFF STREET PARKING SPACE FOR EVERY TWO BEDROOMS IN ADDITION TO OTHER REQUIRED PARKING (2 PER DWELLING UNIT)
2. ALL OFF STREET PARKING LOCATIONS AND DIMENSIONS OF EACH PARKING SPACE
3. PARKING SPACE DIMENSIONS MINIMUM OF 9'-0" x 18'-0"
4. PARKING AREAS SHALL NOT BE LOCATED IN THE FRONT YARD (FILE No. 2016-47)
5. LABEL ALL ABUTTING STREETS TO PROPERTY
6. PHOTO OF INTERIOR OF GARAGE IF USED AS PARKING

NOTES:

1. DRAWINGS ARE FOR INFORMATIONAL USE ONLY. ADDITIONAL REQUIREMENTS MAY APPLY.
2. DRAWINGS DO NOT SPECIFY OR VERIFY DIRECT CODE COMPLIANCE



Short-Term Rental Operating License Information and Mandatory Postings



Short-Term Rental Operating License Good Neighbor Guidelines

The Good Neighbor Guidelines (GNG) were created to remind Short-term Rental (STR) owners and tenants/guests of the importance of being a good neighbor.

Welcome neighbors!

1. **24-Hour Contact Information.** If at any time you have concerns about your stay or in regards to your neighbors, please call the 24-hour contact number listed in the rental lease agreement or posted in the unit. In the event of an emergency, please call 911.
2. **General Respect for Neighbors.** Be friendly, courteous, and treat your neighbors like you want to be treated. Respect your neighbors and their property.
3. **Occupancy Limits.** Short-term Rental overnight occupancy (10pm – 7am) is limited to two-persons per bedroom plus two additional persons. Daytime occupancy (7am – 10pm) is limited to the overnight occupancy plus six additional persons
4. **Noise.** Be considerate of the neighborhood and your neighbor's right to the quiet enjoyment of their home and property. Quiet hours are 10pm – 7am.
5. **Maintenance of Property.** Be sure to pick up after yourself and keep the property clean, presentable and free of trash.
6. **Garbage Disposal.** Place trash and recycling containers at the appropriate place and time for pickup. Return trash and recycling containers to the designated location within 12 hours after pickup. Cigarette butts should be properly extinguished and disposed of in the garbage.
7. **Parking & Traffic Safety.** Refer to the parking diagram posted in the unit and park in designated spaces. Do not park on lawns, or in a manner which blocks driveways, sidewalks, alleys or mailboxes. Drive slowly through neighborhoods and watch for pedestrians and children playing.
8. **Pets.** Promptly clean-up after your pets. Prevent excessive and prolonged barking, and keep pets from roaming the neighborhood. Unattended barking dogs left at the rental are prohibited by Hood River Municipal Code. Control aggressive pets, and be sure to abide by the local leash laws. Store pet food indoors and in a secure container to reduce the likelihood of unwanted pest problems.
9. **No Events on Premises.** Using the short-term rental as an event site is not allowed under Hood River Municipal Code. Examples of events include, but are not limited to, company retreats, weddings, rehearsal dinners, etc.
10. **Tenant/Guest Responsibility.** Approved guests and visitors are expected to follow the Good Neighbor Guidelines. Be sure to read your rental agreement for additional terms and restrictions which may include consequences for violating the Good Neighbor Guidelines.



Short Term Rental (STR) Operating License Owner Information Sheet

This information sheet is provided as an overview to assist STR owners comply with Hood River Short-term Rental rules and is not a substitute for carefully reviewing applicable municipal code requirements set forth in HRMC 17.04 and 5.10.

STR Address 24-Hour Contact Representative

HRMC 5.10.080.2

The STR owner must be available or designate a representative to be available by phone (24 hours a day, seven days a week) to ensure a response to complaints regarding the condition, operation, or conduct of the occupants. Responses to complaints must be within 30 min with issues resolved in a timely manner. The City must be notified of changes in property contact information at least 14 days in advance.

24-Hour Contact Information

HRMC 5.10.080.3

The STR owner or designated representative's name, email address, and phone number must be provided to the City upon license application and renewal, and the information shall be kept current at all times.

The owner or designated representative must either: (1) provide an annual mailing or otherwise distribute by hand, a flier to neighbors within a 250 foot radius of the short term rental property address containing the owner and/or representative contact information, or post a small placard or sign near the adjacent street advising neighbors and tenants of the same information where it can be seen from the public right-of-way.

- a. Placard must be displayed on or within a sign up to two square feet in size.
- b. Placard must include Short Term Rental identifying language and the Owner Representative name and contact phone number.

Timely Response to complaints

HRMC 5.10.090

The licensee or representative shall resolve neighborhood questions, concerns, or complaints in a reasonably timely manner depending on the circumstances, initial response must be within 30min. by email, telephone or other manner. It is in the best interest of a STR owner or designated representative to maintain a record of all complaints received including the date, time, nature of the complaint, and the action and time the action was taken in response to the complaint.

Garbage Service

HRMC 5.10.080.3

The Vacation Home Rental owners shall have weekly solid waste collection service with assisted pick-up provided by the solid waste provider, if available, and provide proof of garbage service (Hosted Homeshares do not have this requirement).

License Number Included in Advertisements

HRMC 5.10.090.A

Your Short-term Rental License Number must be included on all advertisements for the property. It is illegal to operate a Short-term Rental without a license.

Mandatory Postings

HRMC 5.10.080.D

Parking - The approved off-street parking spaces must remain available for renters, including garage areas if required. A parking diagram of these approved parking spaces must be provided to renters and be available in a prominent location within the dwelling for rent.

Occupancy - The maximum overnight occupancy is limited to two persons per bedroom plus two additional persons, daytime occupancy is the overnight occupancy plus six persons, which must be posted in a prominent location in the dwelling. It is recommended that the maximum occupancy be included in the rental agreement/contract.

Trash Pickup - Day and week of trash pickup must be posted.

Good Neighbor Guidelines

HRMC 5.10.050.6

The City has developed Good Neighbor Guidelines which must be conveyed to tenants in one of several ways:

- a) Incorporating the Good Neighbor Guidelines into the rental contract.
- b) Including the Good Neighbor Guidelines in the rental booklet
- c) Providing the Good Neighbor Guidelines in a conspicuous place in the dwelling unit

Remit Transient Room Tax

HRMC 5.10.080.E

Short-term Rental operators must collect and remit Transient Room Tax per HRMC 5.09. Monthly Tax Return forms can be located on the City's webpage.

Activities Specifically Prohibited

HRMC 5.10.090.C

The following activities are specifically prohibited in the context of operating a Short-term Rental and will be strictly enforced. In addition to the the prohibitions below, Short-term Rental must adhere to all Hood River Municipal Code.

- Unattended barking dogs
- Events. Examples include, but are not limited to, company retreats, weddings, rehearsal dinners, etc.
- Exceeding noise limits set by HRMC Title 8 Chapter 9

Fines and License Revocation

HRMC 5.10.110

The goal of the following penalty structure is to promote compliance and limit impacts of STR operation to surrounding neighborhoods. The discovery of material misstatements or providing false information in the STR application is grounds for license immediate revocation.

	Occurrence* of Violation within 12-mo. Period			
	1st	2nd	3rd	4th & Each Add'l
Revocation			Revocation Initiated	<i>No License, previously Revoked</i>
Fine Amount	Written warning or Amt. Specified by existing HRMC, <i>whichever is more</i>	\$250 or Amt. Specified by existing HRMC, <i>whichever is more</i>	\$500 or Amt. Specified by existing HRMC, <i>whichever is more</i>	\$500 or Amt. Specified by existing HRMC, <i>whichever is more</i>

** An "Occurrence" is defined as one or more violations of Title 5, Title 17, or any other Hood River Municipal Code, within a 24-hour period associated with the operation of an STR*



**Short-Term Rental Operating License
Transient Lodging Tax Forms and Information**



CITY OF HOOD RIVER

Transient Lodging Tax Remittance Form

**To report multiple locations, please use the Multiple Locations Reporting Form located on our website.

OFFICE USE ONLY

Date received

Receipt number

Account Information

Name of property/business (including DBA)		TLT Cert. # / STR License #	Reporting month
Property address			
Name of transient lodging tax contact	Phone number	Email address	Reporting year

FORM DUE MONTHLY BY THE 15TH FOR THE PRECEEDING MONTH, EVEN IF NO GROSS RENT WAS RECEIVED

1. Gross rent.....	1.	\$
2. Allowable exemptions:		
2a. Monthly rent (greater than 30 consecutive days).....	2a.	\$
2b. Rent from authorized Federal employees.....	2b.	\$
2c. Rent from transient lodging intermediaries.....	2c.	\$
2d. Other exemptions (please explain).....	2d.	\$
3. Total allowable exemptions (sum of lines 2a through 2d).....	3.	\$
4. Taxable rent (line 1 minus line 3).....	4.	\$
5. Tax rate.....	5.	
6. Tax due (line 4 multiplied by line 5).....	6.	\$
7. Excess tax collected.....	7.	\$
8. Total tax collected (line 6 plus line 7).....	8.	\$
9. Rebate rate for administrative costs.....	9.	
10. Rebate amount (line 8 multiplied by line 9).....	10.	\$
11. Net tax due (line 8 minus line 10).....	11.	\$
12. Penalties.....	12.	\$
13. Interest.....	13.	\$
14. Previous balance.....	14.	\$
15. TOTAL DUE (sum of lines 11 through 14).....	15.	\$

TOTAL NUMBER OF NIGHTS RENTED (Licensed Residential Short-term Rentals).....

I declare, under penalty of false swearing, that to the best of my knowledge, the information herein is true, correct, and complete.

Signature	Title	Date
-----------	-------	------

Print completed form and mail with payment to: Finance Dept/TLT | 211 Second St. | Hood River OR 97031
MAKE CHECK OR MONEY ORDER PAYABLE TO CITY OF HOOD RIVER. To pay by Visa or MasterCard email your form to TRTreturns@cityofhoodriver.gov and log on to the City of Hood River's Homepage and choose the option "Pay Transient Lodging Taxes" or call in your payment to 541-387-5260. Credit/Debit Card payments incur a 3% fee

Report of Gross Receipts from Transient Lodging Intermediaries

As reported on Line 2c on Pg.1

Identify all transactions with transient lodging intermediaries for this month. A transient lodging intermediary is a person, other than a provider, who facilitates the retail sale and charges for the occupancy of the transient lodging. Transient lodging intermediaries include, but are not limited to, online travel companies, travel agents, and tour outfitter companies. Only include the amount that you actually received from each intermediary for which the intermediary will report and submit transient lodging tax. You do not need to determine the retail price charged to customers. Add additional pages if needed.

	Payments received for Month Ending _____
1. Company name of transient lodging intermediary: Address: _____	\$
2. Company name of transient lodging intermediary: Address: _____	\$
3. Company name of transient lodging intermediary: Address: _____	\$
4. Company name of transient lodging intermediary: Address: _____	\$
5. Company name of transient lodging intermediary: Address: _____	\$
6. Company name of transient lodging intermediary: Address: _____	\$
TOTAL (should equal Line 2c on Pg.1)	\$

INSTRUCTIONS

General Information

Each operator is required to file a return and pay the tax monthly. You must file a return even if there is no tax collected for the reporting period. The lodging tax is imposed on each overnight stay in a temporary dwelling unit designed for occupancy.

This remittance form is designed to be filled out electronically, then printed and mailed together with payment. The online form will automatically perform the appropriate calculations based on your input. Alternatively, you may print a blank form and enter the information manually. In either case, please review all calculations for accuracy.

Due Date Your tax return and payment of the tax is due monthly on or before the 15th for the preceding month.

Instructions

Line 1. Gross rent: Enter the gross rent received for occupancy in temporary lodging for the month. "Rent" means the amount paid or payable by an occupant for the occupancy of space in temporary lodging. If a separate fee is charged for services, goods or commodities and that fee is optional, that fee is not included in rent. Rent includes all fees and assessments for the privilege of occupancy (human and/or pets) for which payment is not considered optional to the renter.

Line 2. Allowable exemptions:

2a. Rent paid for more than 30 consecutive calendar days.

2b. Rent collected from authorized Federal employees staying on Federal business. The employee must provide an exemption certificate from their employer and pay with a government credit card, or the Federal agency must pay the facility directly.

2c. Rent from any transient lodging intermediaries who have collected and remitted taxes on your behalf.

2d. Other exemptions. Please explain

Line 3. Total allowable exemptions: Sum of lines 2a through 2e.

Line 4. Taxable rent: Line 1 minus line 3. *Taxable rent cannot be less than zero.*

Line 5. Tax rate: The applicable tax rate in the City of Hood River eight percent (8%)

Line 6. Tax due: Line 4 multiplied by line 5.

Line 7. Excess tax collected: Enter excess tax collected, if any.

Line 8. Total tax collected: Line 6 plus line 7.

Line 9. Collection fee rate: Each operator is allowed to withhold 5% of the total tax due to cover the operator's expenses for collection and remittance of the tax.

Line 10. Collection fee: Line 8 multiplied by line 9. *This will lower the amount of total tax due.*

Line 11. Net tax due: Line 8 minus line 10. *Net tax due cannot be less than zero.*

Line 12. Penalties: A penalty of 10% of the amount in line 11 is imposed if you mail your return and pay the tax after the due date. If the return and payment of the tax is received two months after the due date, you shall pay a second penalty of 15% of the amount in line 11, in addition to the tax due and the first 10% penalty imposed.

Line 13. Interest: Interest is imposed if you mail your return and pay the tax after the due date. The interest rate is 1% of the amount in line 11 per month until the tax is paid in full, which includes lines 11, 12, and 13.

Line 14. Previous balance: If there was a calculation error or incorrect payment from a prior reporting period, an adjustment can be entered as either a charge or credit.

Line 15. Total due: Sum of lines 11 through 14. *Enter the payment amount enclosed, and sign and date your return.*

Payment Options

Mail completed remittance form together with payment to:

**Finance Dept./TLT
City of Hood River
211 Second St.
Hood River OR 97031**

MAKE CHECK OR MONEY ORDER PAYABLE TO CITY OF HOOD RIVER. Please write your tax account number on the check or money order. Do not attach payment to form. To pay by Visa or MasterCard, contact our office. Credit card service fees apply.

or

E-Mail completed remittance form to:

TRTreturns@cityofhoodriver.gov and log on to the City of Hood River's homepage, choose the option "Pay Transient Lodging Taxes" or call in your payments to (541) 387-5260 Credit & Debit Card payments incur a 3% fee

Applicable Tax Codes:

Hood River Municipal Code Title 5 Chapter 9

Additional Information

- Enter the most current mailing address and transient lodging tax contact information on your return.
- *If the business closes or transfers ownership, a closing return must be filed immediately and any tax due must be paid at that time.* No ownership change can be recorded until a closing return has been filed.
- Tax due is accepted by the City of Hood River only as agent of the taxpayer and does not constitute payment until cleared. The City of Hood River assumes no responsibility for loss in transit.
- Failure to submit your tax return and payment on time will incur penalties and interest. Inaccurate returns submitted timely may also incur penalties and interest.

Contact Information

Phone.....541-387-5260
Email.....trtreturns@cityofhoodriver.gov
Website..... www.cityofhoodriver.gov

Multiple Locations Reporting Form

The City of Hood River tracks Transient Room Tax by individual location. This form is available to Vacation Rental Owners, Property Managers, and Third Party Intermediaries who are responsible for reporting multiple properties.

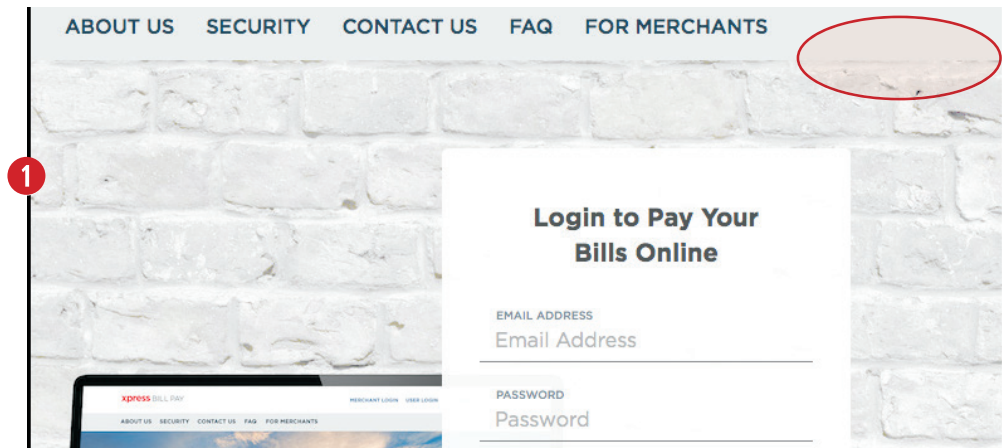


How use this form: Enter each location address along with its income and allowed deductions. The form will calculate the remaining columns for you. Attach this form to the Monthly Report of Transient Room Tax. The totals on this form should match the amounts reported on the Monthly Report of Transient Room Tax.

[illegible]

INSTRUCTIONS FOR FIRST TIME USERS

1 Contact the Finance Dept. at (541)387-5260 to get your Unique Account Pin Number, then go to xpressbillpay.com. Click the “**SIGN UP**” button at the top of the screen. (NOTE: If you already use XpressBillPay.com to pay your Hood River utility bills, skip to **step number 1** on the next page.)



ABOUT US SECURITY CONTACT US FAQ FOR MERCHANTS

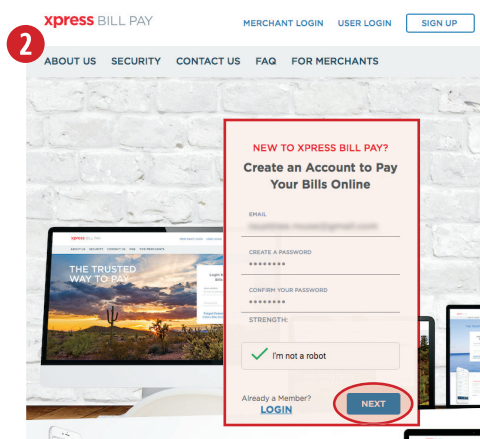
Login to Pay Your Bills Online

EMAIL ADDRESS
Email Address

PASSWORD
Password

CREATE A NEW ACCOUNT

2 Fill in the email address and password fields, click the box “I’m not a robot” and follow instructions as prompted. Click the “**NEXT**” button.



xpressBILL PAY

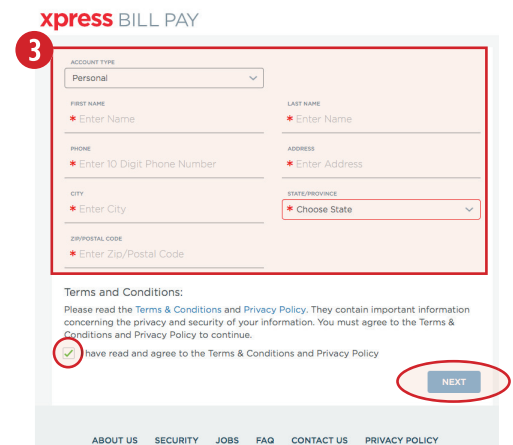
ABOUT US SECURITY CONTACT US FAQ FOR MERCHANTS

NEW TO XPRESS BILL PAY?
Create an Account to Pay Your Bills Online

EMAIL
Create a Password
Confirm Your Password
Strength: I'm not a robot

Already a Member? [LOGIN](#) **NEXT**

3 Fill in the form with all required information. Read the terms and conditions and the privacy policy. Select the box indicating that you have read and agree to the terms and conditions and privacy policy. When completed click the “**NEXT**” button.



xpressBILL PAY

ACCOUNT TYPE: Personal

FIRST NAME * Enter Name LAST NAME * Enter Name

PHONE * Enter 10 Digit Phone Number ADDRESS * Enter Address

CITY * Enter City STATE/PROVINCE * Choose State

ZIP/POSTAL CODE * Enter Zip/Postal Code

Terms and Conditions:
Please read the Terms & Conditions and Privacy Policy. They contain important information concerning the privacy and security of your information. You must agree to the Terms & Conditions and Privacy Policy to continue.

☒ I have read and agree to the Terms & Conditions and Privacy Policy

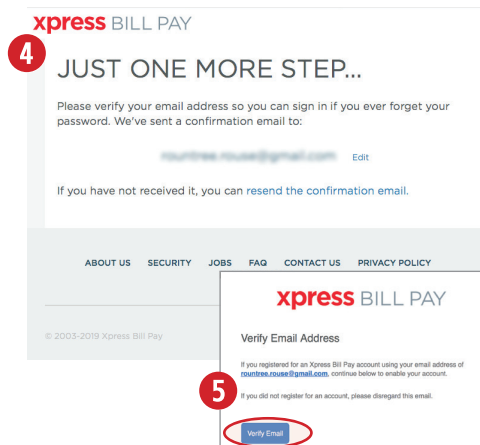
NEXT

ABOUT US SECURITY JOBS FAQ CONTACT US PRIVACY POLICY

4 You will receive a message that you’ll need to **verify your email address**. Please log in to your email account and open the email “Verify email address for Xpress Bill Pay” from no-reply@xpressbillpay.com.

5 In the email, click the “**Verify Email**” button.

6 You will be automatically be directed to screen 6 at right where you can click the “**CONTINUE**” button to log in.



xpressBILL PAY

JUST ONE MORE STEP...

Please verify your email address so you can sign in if you ever forget your password. We've sent a confirmation email to:

no-reply@xpressbillpay.com Edit

If you have not received it, you can [resend the confirmation email](#).

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© 2003-2019 Xpress Bill Pay

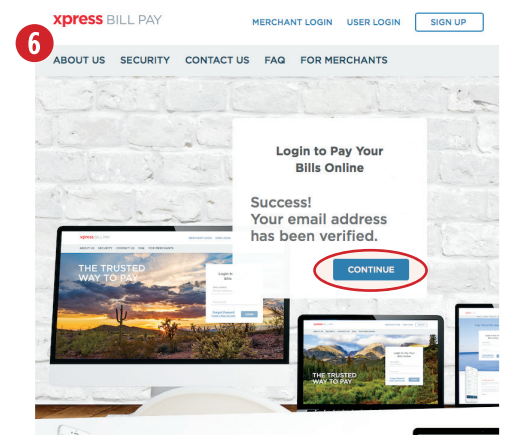
xpressBILL PAY

Verify Email Address

If you registered for an Xpress Bill Pay account using your email address of no-reply@xpressbillpay.com, continue below to enable your account.

If you did not register for an account, please disregard this email.

5 **Verify Email**



xpressBILL PAY

ABOUT US SECURITY CONTACT US FAQ FOR MERCHANTS

Login to Pay Your Bills Online

Success!
Your email address has been verified.

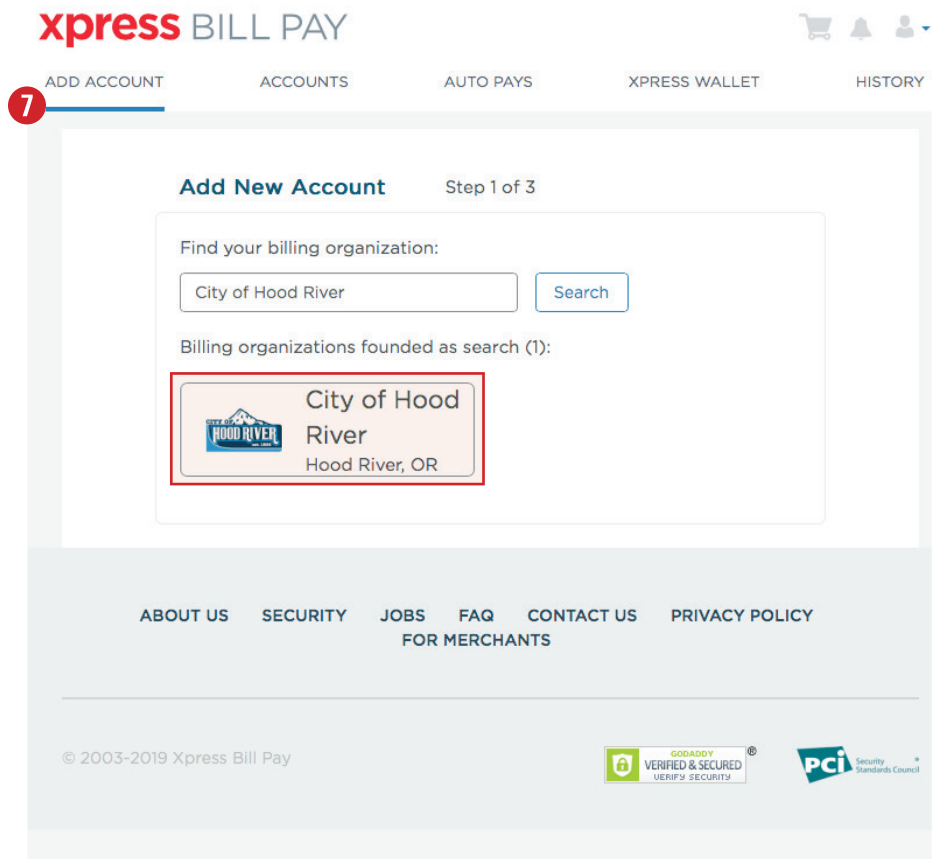
CONTINUE

LOCATE BILLING ORGANIZATION

7 Xpress Bill pay provides you the ability to view and pay bills to multiple billing organizations from an easy-to-use interface. You need to link your account with the billing organization to the new login you created with Xpress Bill Pay. The following steps will need to be completed only once per account. **Select your city** or billing organization from the list of organizations on the page. If your organization is not listed, type the name in the field below **“Find your billing organization”** and select **“Search.”**

8 Enter the requested information on the **“Add New Account”** screen. You are required to have your account number and your unique pin. Click the **“Locate Account”** Button. When the account is located, the information concerning the account is displayed. Please verify that your information is correct. Select **“Add New Account”** if the account information matches. Select **“Back”** if it does not. If you receive any other message when you perform the account search, reference the error and contact the Finance Department at (541) 387-5260 if an account is not found.

You now have successfully linked your first account to your new login. If you have other accounts that you want to like, select **“Add Accounts”** and follow the previous steps.



xpress BILL PAY

ADD ACCOUNT ACCOUNTS AUTO PAYS XPRESS WALLET HISTORY

7 **Add New Account** Step 1 of 3

Find your billing organization:

City of Hood River Search

Billing organizations founded as search (1):

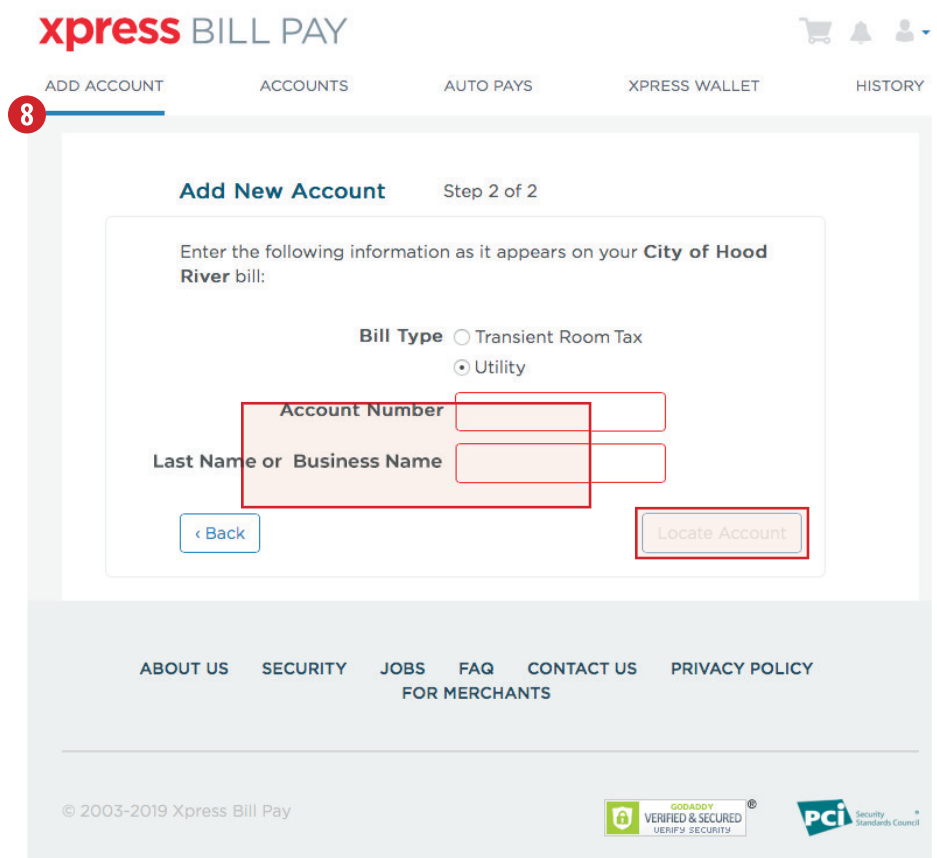
City of Hood River
Hood River, OR

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GOADDY VERIFIED & SECURED VERIFY SECURITY

PCI Security Standards Council



xpress BILL PAY

ADD ACCOUNT ACCOUNTS AUTO PAYS XPRESS WALLET HISTORY

8 **Add New Account** Step 2 of 2

Enter the following information as it appears on your **City of Hood River** bill:

Bill Type ☐ Transient Room Tax ☒ Utility

Account Number

Last Name or Business Name

Back Locate Account

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PCI Security Standards Council