



# City of Brookings

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[www.brookings.or.us](http://www.brookings.or.us)

## Short-Term Rental Registration

Any existing dwelling in any of the residential zones and in the General Commercial (C-3) zone can be used for short-term rental purposes as set forth in that zone, pursuant to certain regulations as stated in City of Brookings Ordinance No. 08-0-616. any change to the following information must be reported to the City.

By signing this form, applicant agrees to the following:

1. The dwelling at \_\_\_\_\_ will be used as a short-term rental.
2. The dwelling is located in the \_\_\_\_\_ zone and it's use as a short-term rental is permitted by Conditional Use Permit Number: \_\_\_\_\_
3. I have applied for a City business license or have a current one for the dwellings use as a short-term rental. Business license Number: \_\_\_\_\_ (Form available at the water department window)
4. I acknowledge receipt of transient room tax information and will submit payment as required by the transient room tax ordinance. (Form available at the water department window)
5. The following person has been named local representative with the authority to make or have repairs made, resolve disputers and/or terminate occupancy if necessary:
  - a. Name: \_\_\_\_\_
  - b. Address: \_\_\_\_\_  
(must be within the Brookings Urban Growth boundary)
  - Phone: \_\_\_\_\_ Fax: \_\_\_\_\_
  - Email: \_\_\_\_\_
6. The above listed local representative's name and telephone number are posted within the dwelling:
7. I have subscribed to a scheduled waste collection service and have provided trash receptacles on the property.

Property Owner's Name: \_\_\_\_\_

Mailing address : \_\_\_\_\_

Phone \_\_\_\_\_ Fax: \_\_\_\_\_

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

For City Use Only: Checked & Approved By: \_\_\_\_\_ Date: \_\_\_\_\_