

**Vacation Rental Dwelling Permit
Local Representative Certification
City of Gearhart**

New **Change**

24-hour Representative: The vacation rental owner and designated representative's name, physical address, email address and phone number must be provided to the City upon permit application and renewal. The information shall be kept current at all times. The owner or representative shall be available by phone (24 hours a day, seven days a week) to ensure a response to complaints regarding emergencies and the condition, operation, or conduct of the occupants. A 24-hour representative must be able to physically respond to the vacation rental site within 30 minutes, and if requested they must respond. If there is a change in the designated representative the property owner must submit to the City the name and contact information of the new representative.

Vacation Rental Dwelling Address: _____

Managing Property Owner: _____

Local Representative Information:

Please print

Name: _____ Telephone #: (day) _____ (night) _____

Physical Address: _____ Email: _____

Mailing Address: _____

(Optional) Alternate Local Representative Information:

Please print

Name: _____ Telephone #: (day) _____ (night) _____

Physical Address: _____ Email: _____

Mailing Address: _____

Local Representative Responsibilities:

- The owner or representative shall be available by phone (24 hours a day, seven days a week) to ensure a response to complaints regarding emergencies and the condition, operation, or conduct of the occupants.
- A 24-hour representative must be able to physically respond to the vacation rental site within 30 minutes, and if requested they must respond.
- If there is a change in the designated representative the property owner must submit to the City the name and contact information of the new representative.
- Neighbor Notice: The City shall provide an annual mailing, email or otherwise distribute by hand a flier to neighbors within a 200-foot radius of the vacation rental property address. The notice shall contain the owner and representative contact information, a parking plan, and the city website address where the information is also posted. The neighbors and the city shall be informed whenever there is a change in contact information.

By signing below, the local representative acknowledges that he/she has read, fully understands and agrees to comply with the responsibilities outlined above. **(Continued on Reverse Side)**



Local Representative's Signature: _____ **Date:** _____

Property Management Company (if applicable) _____

By signing below, the property owner designates the above noted individual or property management company as the local representative for the vacation rental dwelling noted above.

Property Owner's Signature: _____ **Date:** _____

FEE: \$0.00

For Staff Use Only:

Received on: _____ By: _____

Staff Notes:
