



**CITY OF BROOKINGS  
SHORT TERM RENTAL REGISTRATION**

898 Elk Drive, Brookings, OR 97415  
(541) 469-1103 Fax (541) 469-3650

CUP # \_\_\_\_\_ Fee \$76.00

Inspected \_\_\_\_\_ Paid \_\_\_\_\_

Brookings Ordinance #22-O-802 requires all individuals that rent all or a portion of their home to visitors (e.g. Air BnB, VRBO, etc.) obtain a Conditional Use Permit and register their rental on the City of Brookings Short Term Rental Registry. Registration requires an annual fee and yearly inspection.

**Owner/Applicant Information**

Name			
Home Address			
Mailing Address			
Phone Number		e-mail	

**Property and Rental Information**

Rental Address							
Rental Name							
Accommodations:	<input type="checkbox"/> Individual guest room(s) within the dwelling unit			<input type="checkbox"/> Entire dwelling unit			
Total # of Bedrooms in Unit			Number of guest rooms to be rented				
Will you be present as host?	<input type="checkbox"/> Yes <input type="checkbox"/> No	A Conditional Use Permit been issued?	<input type="checkbox"/> Yes <input type="checkbox"/> No	CUP #			
Minimum 2 off street parking spaces/over 3 bedrooms one add'l space for each bedroom	Total # on-site parking spaces		Garage available?	<input type="checkbox"/> Yes <input type="checkbox"/> No	# of spaces in garage		

**Local Representative Information\***  Check if your local representative has changed in the last year

Name			
Residence Address			
Phone Number		e-mail	

\*A local representative is to be identified who can be contacted to respond to any issues that may arise during the term of a rental. This representative must reside within the Brookings urban growth boundary and have the authority to have repairs made, resolve disputes and/or terminate occupancy if necessary.

Owner/Applicant shall post the local representatives name and phone number within the dwelling and **also provide to all adjacent neighboring property owners**. If the local representative changes, applicant required to provide new contact information to City **and** neighbors.

**Additional Requirements**

Transient occupancy tax (TOT) remittance/reporting is required each month even if the gross rents collected are zero (\$0) for the month and are due by the 15<sup>th</sup> of the following month.

Annual renewal of Short Term Rental Registry with required fee and annual inspection by the City of Brookings to occur yearly on or around the anniversary date of approved Conditional Use Permit.

Applicant to subscribe to a scheduled waste collection service and provide trash receptacles on property.

Applicant Signature _____	Date: _____
Applicant Signature _____	Date: _____