

Vacation Home Rental Permit  
Local Representative Certification  
City of Cannon Beach

New       Change

The property owner of a vacation home rental shall designate a local representative who permanently resides within the Cannon Beach urban growth boundary (UGB), or a licensed property management company with a physically staffed office within **10 vehicular miles** of the Cannon Beach UGB. The owner may be the designated representative where the owner resides within the Cannon Beach UGB. The City will notify property owners and or residents within 200 feet of the dwelling of the name, address and telephone number of the designated local representative.

**Vacation Home Rental Address:** \_\_\_\_\_

**Local Representative Information:**

*Please print*

Name: \_\_\_\_\_ Telephone #: (day) \_\_\_\_\_ (night) \_\_\_\_\_

Physical Address: \_\_\_\_\_ Email: (optional) \_\_\_\_\_

Mailing Address: \_\_\_\_\_

**Local Representative Responsibilities:**

- The property owner or the designated local representative shall maintain a guest and vehicle register for each tenancy of the vacation home rental. The register shall include the names, home addresses and phone numbers of the tenants, the vehicle license plate numbers of all vehicles used by the tenants, and the dates of the rental periods.
- The local representative must be authorized by the owner of the dwelling to respond to tenant and neighborhood questions, concerns, and complaints. The local representative must respond in a timely manner to ensure that the use of the dwelling complies with the standards for vacation home rental occupancy as well as other pertinent City ordinance requirements pertaining to noise, disturbances, or nuisances, and State law pertaining to the consumption of alcohol, or the use of illegal drugs.
- The Police Department must be able to contact the local representative in a timely manner.
- The guest and vehicle registry information must be available for City inspection upon request.

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

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 home rental property noted above. **Please note that Resolution 06-07 states that "a fee of \$75 for each and every change in Local Representative" will be applied.***

Property Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**FEE: \$75.00 (if filing for change)**

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*For Staff Use Only:*

Received on: \_\_\_\_\_ By: \_\_\_\_\_

Fee Paid: \_\_\_\_\_ Receipt No.: \_\_\_\_\_