



BUSINESS LICENSE PROGRAM

200 S. Ivy Street, Lausmann Annex

Medford, Oregon 97501

Phone: (541) 774-2025

businesslicenses@cityofmedford.org

VACATION / SHORT-TERM RENTAL LICENSE AGREEMENT

Business Name: _____

Address: _____

Vacation / Short-Term Rental License Required in SFR Zones

No person may establish, maintain, operate, advertise, offer, rent, manage, and/or otherwise make available and/or allow any other person to make available for occupancy and/or use, a short-term rental within the City without first applying for and obtaining an operating license and paying all applicable license fees.

These regulations are applicable for temporary travelers' accommodations in a single family residence for a fee, on a daily or weekly rental basis, not to exceed fourteen (14) consecutive days.

The Building Director, or designee, shall issue a vacation / short term rental business license, to the owner of the property if, and only if, all of the following criteria are met by the individual applicant.

1. The owner must provide information sufficient to verify a qualified person will be available for contact regarding use of the short-term rental during and after business hours. The owner or representative must be available to be contacted by telephone to ensure a response to the short-term rental address at all hours (seven days a week, 24 hours a day, including holidays) while the property is occupied for rent. The designated representative may be changed upon fourteen (14) days prior written notice to the City. In an emergency or absence, contact information for a second qualified person may be provided.
2. Certification that the owner has (a) provided an annual mailing or otherwise distribute by hand, a flier to neighbors within a 250 foot radius of the short term rental property address. Notice shall include contact information for the owner and/or representative. The purpose of this notice is to inform adjacent property owners and residents of contact information to report and/or request resolution of problems associated with the operation of the subject short-term rental. If the permanent contact information changes during the license period, the new information must be mailed or distributed again.
3. Certification that the *Good Neighbor Guidelines* (attached herein) will be effectively relayed to short-term rental tenants by incorporating the guidelines into the rental contract, including them in the rental booklet, posting them in a conspicuous place in the short-term rental, or a similar method.
4. Signage shall not exceed six (6) square feet in area and an overall height of six (6) feet in the Single-Family Residential Zoning Districts. (SFR 2, 4, 6, 10) and the Multiple-Family Residential Districts - (MFR 15, MFR 20, MFR 30), shall not exceed two (2) signs per parcel. (See MMC 10.1022 (5)).

Revocation

The home based business license may be revoked or denied by the Building Director, or designee, upon the discovery of:

- (a) Any misrepresentation and/or any violation of the above conditions;
- (b) Any unlawful activity by the business;
- (c) Any lack of license or permit required by the City or any other government agency, and the business fails to obtain the license or permit and present satisfactory proof of the same within fifteen (15) business days after notice of such deficiency is mailed to the business; or
- (d) If the specified location, site and/or existing structure cannot lawfully be used for the conduct of the proposed activity.

If the license is revoked or denied, the applicant could be barred from conducting business within the City for one year from the date of the discovery of the violation or misrepresentation.

Appeal Pursuant to 8.0433: In the event of a denial or revocation of a home based business license, the applicant will be notified in writing of the grounds supporting the proposed action. The applicant will then have ten business days to file an appeal notice with the City Recorder, after which time the applicant will be notified of an appeal hearing. If the applicant would like to appeal the Building Director's decision, the applicant shall have the right to appeal to the City Council under the procedures outlined in Section 1.025 of the Medford Municipal Code.

I have read the above and agree to comply with the conditions stipulated.

Signature

Date