



SHORT-TERM RESIDENTIAL RENTALS

How is your rental classified?

1. Is this your primary residence?
 - a. If yes, continue to Question 2.
 - b. If no, this is an investment property that should be assessed at a 6% rate.

2. Will you be renting out your entire home, or just a room?
 - a. If you are renting your entire home, go to Question 3
 - b. If you are renting just a room, go to Question 4

3. How many days per year will you be renting your home?
 - a. Less than 14 (i.e. football game weekends), you are classified as a **HOMESTAY**.
 - b. More than 14, but less than 72, you are classified as a **SHORT-TERM RENTAL**.

4. Will you be offering breakfast to your guests?
 - a. If yes, you are classified as a **BED & BREAKFAST**.
 - b. If no, you are classified as a **HOMESTAY**.

Short-Term Rentals shall adhere to these conditions:

- A. In all circumstances you must possess and maintain a Town of Pendleton Business License and this signed Short-Term Residential Rental Agreement. (*Homestays are exempt from the Business License requirement*)

- B. You will collect and remit State and Local Accommodations Taxes and Sales Taxes in the same manner as other lodging enterprises. (*Homestays are exempt from these taxes*).

- C. You must provide contact information of a responsible party within thirty (30) miles of your home if you will not physically be in the home during the rental period. The responsible party will be expected to respond to and resolve issues that arise during the rental period.

- D. You must provide proof that this is your primary residence. Acceptable proof of permanent residence includes: applicant's driver's license, voter registration card or U.S. passport, showing the address of the property, or other document(s) which the Zoning Administrator determines provide equivalent proof of permanent residence.

- E. No more than six (6) guest rooms can be offered. *(No more than 6 overnight guests are allowed per day for Homestays)*
- F. All parking for tenants and guests must be contained on site and only on improved surfaces, not on grass, dirt, etc.
- G. No long-term boarding arrangements greater than thirty (30) days are permitted.
- H. Bed & Breakfasts can only serve meals to registered guests.
- I. This approval may be revoked if:
 - a. Three (3) or more substantiated complaints are received within a calendar year; or
 - b. Failure to comply with these rules and regulations.
- J. If revoked, you may reapply after the remaining portion of the calendar year and the following calendar year. *(Example: You are approved for a short-term rental in March 2019. Your approval is revoked in June 2019. You must wait until the remaining portion of the calendar year is over (March 2020), plus an additional calendar year (March 2021) before you are allowed to reapply).*

Please sign below to indicate your understanding of the above and your commitment to operate within these guidelines. Signature below acknowledges that this agreement does not create any right or vested interest in continuing this short-term rental.

Homeowner:

Name: _____

Address: _____

Phone: _____ Email: _____

Signature: _____

Date: _____

Responsible Party:

Name: _____

Address: _____

Phone: _____ Email: _____

Signature: _____

Date: _____

Town Approvals:

Verified as Permanent Address? _____ Yes _____ No

Method of Validation? _____ Driver's License _____ Passport

 _____ Voter Registration _____ Other: _____

Type of Rental: _____ Short-Term Rental _____ B&B _____ Homestay

Planning Department: _____ Date: _____