

## City of Waldport

### Transient Rental Property Management Business License Application

Business Name: \_\_\_\_\_  
 Physical Address: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_  
 Website: \_\_\_\_\_  
 Oregon Business Registry Number: \_\_\_\_\_

Section below for Property Management Agencies ONLY		
Transient Rental Property Manager - <b>staffed office within Lincoln County</b>	\$1,000.00	\$
Transient Rental Property Manager - <b>offices located outside of Lincoln County</b>	\$2,000.00	\$
License Fee Total		\$

You are hereby notified that the payment of a tax, fee or charge does not entitle a business to operation in any particular location. All necessary licensing related to the business operation must be valid and remain current, and all Waldport Municipal Code provisions must be followed. Failure to adhere to these requirements, or making a false statement, may result in an administrative suspension or revocation of the license issued under WMC 5.04.037.

I hereby affirm that the above information is true to the best of my knowledge and belief.

**The State of Oregon deems the above information Public Record.**

\_\_\_\_\_  
 Printed Name and Title

\_\_\_\_\_  
 Signature and Date

Note that payment of your Waldport Business License fee is due July 1<sup>st</sup> of each year. Please complete this form, sign and send with correct remittance to: City of Waldport, PO Box 1120, Waldport, OR 97394.

**Please see the back of this form for FAQ**

For Official Use Only			
Received By:		Date	_____
Recorder	OBR Check:	Date:	_____
Planner	Approved _____	Denied _____	Date _____
Notes:			

## Information and Frequently Asked Questions

Q: What defines a Long Term Rental versus a Transient Rental?

A: A Long Term Rental is a rental that is consecutively occupied by the same renter(s) for 30 days or more. A Transient rental is a rental occupied for any period less than 30 consecutive days.

Q: How do we make sure the trash and recycling cans are taken out regularly?

A: If you have a Transient Rental, you may not rely upon renters to take cans to the curb. Property owners MUST acquire "Driveway Enclosure Garbage and Recycling". This service is available from Dahl Disposal. Please call, email or visit the link to learn more.

Dahl Disposal 541-563-3888

Email: [info@dahldisposalservice.com](mailto:info@dahldisposalservice.com)

Website: <https://www.dahldisposalservice.com/>

Q: Where are Transient Rentals allowed?

A: Within Waldport city limits, Transient Rentals are allowed in all zones except for the Industrial Park.

Q: What type of dwelling units may NOT used as Transient Rentals:

A: Additional Dwelling Units (ADU's), campers and motorhomes may NOT be used as Transient Rentals.

Q: What are the parking space requirements?

A: Off-street parking must be available for all rental units.

Q: What is Oregon Business Registry (OBR) number and where can I get one?

A: Any business (other than that of a Sole Proprietor) which operates in the State of Oregon is required to obtain an OBR. Please visit this link to learn more about OBR.

<https://sos.oregon.gov/business/pages/default.aspx>

Q: Are there taxes or reporting associated with operating a Transient Rental in Waldport?

A: Yes, Waldport assesses a 12% Transient Rental Tax (TRT) on all Transient Rental income.

Reporting is required quarterly, even if there is no income to report. The following link will take you directly to the required tax report form on our website.

<https://library.municode.com/OR/waldport/munidocs/munidocs?nodeId=37408e248fea4>

In addition, the State of Oregon also has tax and reporting requirements. Please visit the link to learn more. <https://www.oregon.gov/dor/programs/businesses/pages/lodging.aspx>

If you have other questions, please contact us.

We're here to help you Monday – Friday 8:30am to 4:30 pm (closed federal holidays)

Waldport City Hall 541-563-3561