

SHORT TERM RENTAL (STR) LOCAL REPRESENTATIVE FORM

The local representative is the person/company who, when contacted by Lincoln City residents and/or city staff, are available to promptly address and resolve complaints and potential violations that arise from the renting of the STR.

Physical Address of STR being represented:

The Local Representative WILL BE:

A property management company
Complete Section A and C

An Individual
Complete Section B and C

SECTION A

To be completed if a **PROPERTY MANAGEMENT COMPANY** will be the local representative.

Name of Company:

Address of Company:

Phone:

Email address:

Signature of Agent from Property Manager Company

SECTION B

To be completed if an **INDIVIDUAL** will be the local representative.

Printed Name of Local Representative

Local Representative's Current Physical Address

Primary Phone Number of Local Representative

Secondary Phone Number of Local Representative

Email Address of Local Representative

If the Local Representative is NOT A MANAGEMENT COMPANY, the following is a list of what is expected of the Local Representative who is an individual:

1. The local representative must provide the Lincoln City Planning and Community Development Department (Department) with a daytime phone number, evening/weekend phone number, and an email address where the local representative may be reached 24 hours a day, seven days a week. The phone numbers and email address will be distributed to the neighboring residents so that they may contact the local representative when issues or code violations arise.
2. The local representative **MUST**:
 - Police the site for solid waste, such as garbage and recyclables, to ensure all such items are always contained in a solid waste receptacle and never on the property, adjacent properties, or right-of-way.
 - Promptly resolve parking violations by contacting renters immediately and directly by phone, or in person if the issue isn't resolved immediately by phone.
 - Promptly resolve noise violations, such as late-night disturbances, by contacting renters immediately and directly by phone, or in person if the issue isn't resolved immediately by phone.

Updated January 2024



- Promptly resolve any other time-sensitive issues.
3. The local representative **MUST** be willing to resolve the above-listed items immediately, regardless of day or time. The local representative is not expected to directly intervene in matters where police involvement is most appropriate, such as situations involving physical violence.
 4. The local representative must be a PERMANENT resident, residing in or within ten miles of Lincoln City’s urban growth boundary or an employee of a property management company with a physical office in or within ten miles of Lincoln City’s urban growth boundary. The local representative must provide documentation to the Department that demonstrates compliance with the residency requirement. Acceptable documents are:
 - A valid Oregon driver’s license or identification card listing the local representative’s current physical address
 - A valid tribal identification listing the local representative’s current physical address
 - A valid voter registration card listing the local representative’s current physical address
 - A long-term (one year or more) rental agreement for property in or within ten miles of Lincoln City’s urban growth boundary

Your signature below indicates that you have read, understand, and agree to perform the above-stated duties.

Signature of Local Representative

Date

SECTION C

This section required for all change of representative applications. Provide the names and signatures of all property owners listed on the current deed. If an LLC, print the names of all members of the LLC.

Printed Name of Property Owner #1

Signature of Property Owner #1

Printed Name of Property Owner #2

Signature of Property Owner #2

Printed Name of Property Owner #3

Signature of Property Owner #3

Use the space below to add printed names and signatures of additional property owners shown on the deed/member of the LLC, if any.

NOTE: This completed form must be emailed to ahull@lincolncity.org AT LEAST 14 DAYS PRIOR to the effective date of the change in local representation. The required fees must accompany the form.

