



Vacation Rental

GENERAL INFO

City of Yachats | August 2020

Lottery and Waitlist Overview

Register to be on the Vacation Rental lottery and waitlist, by going to YachatsOregon.org beginning on August 1, 2020 and ending on October 30, 2020 and complete the following form along with a **non-refundable \$25.00 processing fee** by mailing or dropping off a check at City Hall or calling 541-547-3565 to make the payment over the phone with a credit card.

Mandatory fields are applied to filter initial mandates of obtaining a vacation rental license. This includes an electronic signature to acknowledge you have read and agree to the **City of Yachats Municipal Code 4.08 for Vacation Rental License**.

This form is not a guarantee to obtain a Vacation Rental License but an opportunity to submit to register for the lottery and waitlist.

The lottery will be held for the open license slots on Monday, November 2, 2020 and if chosen, a full Vacation Rental License Application will need to be submitted and a property inspection approved in order to obtain a vacation rental license.

Vacation Rental Waitlist

First Name Last Name

Address*

City State Zip Code

Phone Number Email Address*

Utility Billing Account Number*
This can be found on your Water Utility billing statement

Number of Bedrooms* Bedrooms have egress windows?* Yes No Number of Parking Spaces*

Do you have a local contact*

Electronic Signature Agreement*
By checking the "I agree" box below, you agree and acknowledge that 1) your application will not be signed in the sense of a traditional paper document, 2) by signing in this alternate manner, you authorize your electronic signature to be valid and binding upon you to the same force and effect as a handwritten signature, 3) you may still be required to provide a traditional signature at a later date and 4) you have read the Vacation Rental Licenses under Yachats Municipal Code

I agree.

Electronic Signature* Yachats Municipal Code [Vacation Rental Licenses](#)

LOTTERY AND WAITLIST PROCESS

Registration will be open for **ninety (90) days beginning on August 1, 2020 and ending on Friday, October 30, 2020**. On Monday, November 2, 2020 each eligible registration will be given a unique number for the lottery. The available number of vacation rentals will be drawn first and given **five (5) business days** to respond. Subsequent drawings will be conducted on all other remaining registrants and ranked in order to be maintained on the waitlist.

Scenario Example:

Out of the 125 vacation rentals, 5 drop off. After the 90 days registration process, all registrants will be given a unique number. A lottery (random drawing) will be held for the available spots. The remaining list of registrants will also be drawn and placed in rank order to be maintained on the waitlist registry. As vacation rentals become available after the lottery period, the next registrant in line will be contacted via email and/or phone with application and inspection forms.

VACATION RENTAL APPLICATION LICENSE PROCESS

After obtaining a winning lottery slot, applicant must fill out a full Vacation Rental Application License along with a non-refundable \$100.00 inspection fee. Final approval is pending passing the property inspection scheduled with the Code Enforcement.

See Vacation Rental License Application with State Safety issues and City Standards along with Vacation Rental Inspection Form

APPROVAL PROCESS

Code Enforcement will inspect the property to ensure all requirements are adhered to.

See Vacation Rental License Application with State Safety issues and City Standards along with Vacation Rental Inspection Form

Once the property passes inspection, the City Manager/City Recorder will grant final approval. The License fee must be paid prior to receipt of the Vacation Rental License. Transient Lodging Taxes must be paid quarterly (*see Municipal Code Section 3.08.070 Due date—Returns and payments.*) and the license must be used within 2 years or it will be revoked.

The following fees must be paid prior to receipt of the Vacation Rental License:

License Fees:

- A. All vacation rental fees shall be determined by resolution of the City Council.
- B. Initial licensure rates must be paid at the time of license issuance for 2020.
 - \$200 per year for two bedrooms or less
 - \$250 per year for three bedrooms
 - \$300 per year for four bedrooms
 - \$400 per year for more than four bedrooms (grandfathered only)
 - Inspection fees and re-inspection fees shall be as follows:
 - \$100 for first inspection
 - \$50 for any additional trip required to conclude inspection
 - \$50 for subsequent years (every five years, according to Code)
- C. Annual licensure rates, due by *December 29* of any given year for the following year, for 2021 shall be as follows:
 - \$200 per year for two bedrooms or less
 - \$250 per year for three bedrooms
 - \$300 per year for four bedrooms
 - \$400 per year for more than four bedrooms (grandfathered only)
 - Inspection fees and re-inspection fees shall be as follows:
 - \$100 for first inspection
 - \$50 for any additional trip required to conclude inspection
 - \$50 for subsequent years (every five years, according to Code)

Penalties:

- A. Violation of any provision under Yachats Municipal Code 04.08 (Vacation Rentals):
 - A penalty of \$1,000 per violation, per day may be imposed upon property owner (YMC 1.12.Civil Infractions).
 - Failure to register and obtain a license, or to provide a tax return shall constitute such a violation. (YMC 3.08 Occupancy Tax).
 - Any apparent vacation rental for which there is no documented exchange of value shall pay to the City a \$30 per day fee, in lieu of tax, if no license was obtained. This includes non-cash exchanges of value, including barter.
 - Within any 12-month period: first violation of any type, property owner receives a written warning; second violation of any type, property owner is cited with a penalty of up to \$1,000 per incident, per day; third violation of any type, property owner's vacation rental license is suspended for a full year. Renewal of the license after one year is subject to available licenses below the 125 imposed cap.