

## **TRANSFER OR ALTERATION OF A SHORT-TERM RENTAL LICENSE**

*Section .050, Ordinance 84, Amendment 2, requires the following information to be provided upon transfer or alteration of an existing STR License. License holders shall notify the Short-Term Rental Administrator of any and all changes of property ownership within sixty (60) days of such changes.*

- **Signed Transfer or Alteration Form**
- **Updated Representative (Contact Person) Information**
- **Proof of Liability Insurance**
- **Proof of Weekly Garbage Service**
- **Written Confirmation of Neighbor Notification**
- **Signed Fire & Life Safety Checklist**
- **Updated Transient Lodging Tax Registration Form *(Required for ownership and management updates to reflect up-to-date information.)***
- **Site Plan & Floor Plan *(If not on file with the Department. Alterations for occupancy and parking changes require updated site and floor plan.)***
- **Proof of Access *(If not on file with the Department.)***
- **Executed Indemnification & Hold Harmless Agreement *(If not on file with the Department. Change in ownership requires new executed agreement.)***
  
- **Applicable Fees *\*If due at time of transfer: may consist of the 3-year reinspection fee, annual license renewal fee and/or STR Operator License Fee. Alterations resulting in change in occupancy, parking or issuance of an updated license are subject to alteration and inspection fees.***

Return completed documentation packet along with any applicable fees to Tillamook County Department of Community Development during regular business hours, via email, or US mail at address listed below.

A new certificate will be issued once updated documentation is received by the Department. Certificate must be posted conspicuously in the rental for the Short-Term Rental License to be valid.

Please visit <https://www.tillamookcounty.gov/commdev/page/lodgingshort-term-rental-resources> for Short-Term Rental & Transient Lodging Tax (TLT) Programs Information.

Any questions may be directed to:

**Department of Community Development  
1510-B Third Street  
Tillamook, OR 97141  
(503) 842-3408**