



City of Maupin

507 Grant Ave.
PO Box 308
Maupin, Oregon 97037

541-395-2698
cityhall@cityofmaupin.org
cityofmaupin.org

Short Term Rental License

Thank you for applying for the City of Maupin Short Term Rental License. Beginning June 1, 2021, the City of Maupin will regulate all short term rentals using this Short Term Rental License. This packet contains the Short Term Rental application as well as information that will assist you in complying with the City of Maupin Ordinance 313, which permits approved Short Term Rentals in the Recreational Commercial Zone in Maupin's city limits.

What is a Short Term Rental?

A Short Term Rental is an accommodation in Maupin's Recreational/Commercial Zone providing stays of 30 days or less. The City of Maupin does not define hotels, motels, bed & breakfasts, campgrounds, and RV parks as Short Term Rentals.

Who needs to obtain a Short Term Rental License?

All Recreational/Commercial Zone property owners within Maupin's city limits who would like to offer Short Term Rental accommodations on their property must obtain this license. Property owners who previously used their dwelling as a vacation rental and would like to continue will also need to apply in order to be in compliance with City of Maupin Ordinance 313.

Requirements for a completed Short Term Rental License (Incomplete applications will not be accepted and will delay the review process):

1. Complete the Short Term Rental License Application.
2. Complete the City of Maupin Lodging Tax Registration form.
3. Complete and sign the Safety & Compliance Inspection Checklist.
4. Submit a Plot Plan showing all buildings and off-street parking. Drawing should be to scale and show dimensions of property; locations of entrances and exits; locations and number of bedrooms; and each parking space (9x19 feet minimum each space).
5. Attach copies of the required interior and exterior postings.
6. Attach proof of weekly garbage service.
7. Pay the \$250 non-refundable application fee due upon submission. If the application is approved, a separate license fee payment of \$500 is required before the City will issue your license.

Submitting and Renewing Applications

Completed applications can be submitted in person at the City Hall front desk or as a PDF to cityhall@cityofmaupin.org. The City of Maupin will review the application, make a determination, and will notify applicants by mail of the decision within 30 days from the submission of a completed application packet. Licenses are valid for one (1) calendar year and must be renewed annually, including paying the application and licensing fees, before January 30 each year.



City of Maupin
507 Grant Ave.
PO Box 308
Maupin, Oregon 97037

541-395-2698
cityhall@cityofmaupin.org
cityofmaupin.org

Short Term Rental License Application

Short Term Rental Information

Address: _____ Tax Lot: _____

Property Owner

First Name: _____ Last Name: _____

Primary Residence Address: _____

Mailing Address: _____

Phone Number: _____ Email: _____

Local Contact Person (Must be available for contact by the City within 24 hours.)

First Name: _____ Last Name: _____

Primary Residence Address: _____

Mailing Address: _____

Phone Number: _____ Email: _____

Property Information

Entire Dwelling Rental: Yes No

Proposed Occupancy Limit (Maximum 10): _____

Number of bedrooms: _____ Number of off-street parking spaces: _____

Listing services (Airbnb, VRBO, etc.): _____

Does the property have shared yards or common areas in the back or side yard? Yes No

On-site Inspection Checklist

The Local Contact person or the Property Owner will walk through the property and complete this safety and compliance checklist and initial compliance with each item. We are relying on the Short Term Rental operators to ensure that their dwellings are safe and accessible for all visitors, and are in compliance with City of Maupin Ordinance 313.

Parking Spaces & Fire Lanes

There is a minimum of 1 parking space per bedroom plus 1 additional parking space per dwelling. Parked vehicles, garbage bins, and stored items are not obstructing access to your property or to fire hydrants and sprinkler systems.

Outdoor Postings

House address numbers are clearly visible from the street, day or night, in order to assist visitors in finding your property and to aid emergency responders. A sign visible from the street is posted on the exterior of your property identifying it as a Short Term Rental and includes the Local Contact person's name and phone number and the maximum occupancy. _____

Interior Postings

Inside the dwelling there is a clearly visible posting that includes the Short Term Rental's street address; the Local Contact's name and phone number; the Property Owner's name and phone number; and the Community Rules. The Community Rules include quiet times, local rules concerning fires and barbecues, notes concerning shared yards or other common areas in the back or side yards, approved parking areas, maximum occupancy, pet rules, and the garbage service location. _____

Outdoors

The property has working outdoor lights that are shielded from shining onto surrounding properties. Outdoor propane barbecues and outdoor propane fire pits are permitted. No other outdoor fires are permitted. _____

Fire Safety

The property has working fire alarm systems and a fire extinguisher. The garbage bins are kept five feet away from combustible walls, roof overhangs, doors, and windows. _____

Electrical Outlets, Appliances, & Electrical Panel

The electrical panel is easily accessible. Extension cords are not used in place of permanent wiring. A surge protector is not used to power large appliances or equipment. Heaters are safe for indoor use, are plugged directly into the wall, and shut off automatically when tipped over. _____

Exits

The property hallways and corridors are clear so that occupants can exit the doors quickly, safely, and free of any trip hazards. The exit corridor continues out to the street and is not blocked by storage or landscaping. _____

By signing below, I attest that the Property Owner or Local Contact at the Short Term Rental has completed a safety and compliance inspection and all hazards or non-compliance issues during the self-inspection have been corrected. I have read City of Maupin Ordinance 313.

Name: _____

Signature/Date: _____



City of Maupin
507 Grant Ave.
PO Box 308
Maupin, Oregon 97037

541-395-2698
cityhall@cityofmaupin.org
cityofmaupin.org

Certification

I certify that I am the applicant or owner identified below. I acknowledge that the final approval by the City of Maupin, if any, may result in restrictions, limitations, and obligations being imposed on this real property. I understand that if the property is owned in part or totality by a trust, partnership, corporation or LLC, I will be required to present legal documentation listing all persons that make up the entity as well as proof of my authorization to act on the entity's behalf. I consent and hereby authorize City representative(s) to enter upon my property for any purpose of examination or inspection related to this application. I certify that all information provided is true and correct, and consent to the filing of the application, authorized by my original signature below.

Local Contact Name: _____

Local Contact Signature/Date: _____

Property Owner Name: _____

Property Owner Signature/Date: _____

Office Use Only

Date application & fee received: _____

Application:

Approved & notified on: _____

Denied & notified on: _____

Notes: _____

Water/Sewer Account Number & Bill Amount: _____

License Number: _____ License Fee Paid: _____

Date Issued: _____

License Year: _____

Staff Initials & Date: _____



City of Maupin
507 Grant Ave.
PO Box 308
Maupin, Oregon 97037

541-395-2208
cityhall@cityofmaupin.org
cityofmaupin.org

Letter to All Lodging Providers in the City of Maupin

Dear Lodging Provider,

As you may know, the City of Maupin enacted Maupin Lodging Tax Ordinance No. 295, which places a six percent (6%) city lodging tax on all overnight lodging businesses in city limits, including bed & breakfasts, cabins, campgrounds, lodges, hotels/motels, RV/Tent sites, and Short Term Rentals (City of Maupin Ordinance No. 313). It is noted that the State of Oregon already has implemented a one percent (1%) tax and this fee is in addition to that fee.

The city of Maupin will dedicate at least ninety percent (90%) of all Transient Lodging Taxes collected inside the City of Maupin to tourism support through the Maupin Area Chamber.

Requirements are outlined in Maupin Lodging Tax Ordinance No. 295 of which a copy is attached. The basic requirements are:

- The city lodging tax applies to lodging receipts throughout the entire year.
- The lodging tax rate is six percent (6%) of lodging receipts.
- You must calculate the lodging tax quarterly and pay it to the City of Maupin within 30 days of the end of each quarter, along with a copy of your State of Oregon tax return.
- You may keep two percent (2%) of the tax you collect for your administrative expense.
- You are required to maintain records that verify the correct tax due, and maintain records for a minimum of three years.
- All operators shall register with the City of Maupin by completing the Lodging Tax Registration form attached.

Please contact City Hall with any questions.

Sincerely,

Christine Wolfe
City Recorder



City of Maupin
507 Grant Ave.
PO Box 308
Maupin, Oregon 97037

541-395-2208
cityhall@cityofmaupin.org
cityofmaupin.org

Lodging Tax Registration

Business Name		Federal EIN	State BIN
Street Address			
Mailing Address	City	State	Zip Code
Business Phone		Business Email	

Owner Name		Social Security Number	
Mailing Address	City	State	Zip Code
Phone		Email	
Local Contact Name		Phone	

Names of other owners, partners, or corporation officers		
Name	Mailing Address	Social Security Number



City of Maupin
507 Grant Ave.
PO Box 308
Maupin, Oregon 97037

541-395-2208
cityhall@cityofmaupin.org
cityofmaupin.org

Number of Units	Maximum Occupancy	Date business began operating
Type of Organization <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> LLC <input type="checkbox"/> Government	Type of Accommodation <input type="checkbox"/> Bed & Breakfast <input type="checkbox"/> Cabin <input type="checkbox"/> Campground <input type="checkbox"/> Lodge <input type="checkbox"/> Hotel/Motel <input type="checkbox"/> RV/Tent Site <input type="checkbox"/> Short Term Rental	

Under penalty of false swearing, I declare the information in this document and any attachments is true, correct and complete.

Print Name
Signature
Date

Completed forms can be submitted in person at the Maupin City Hall front desk or as a PDF to cityhall@cityofmaupin.org.



City of Maupin
 507 Grant Ave.
 PO Box 308
 Maupin, Oregon 97037

541-395-2698
 cityhall@cityofmaupin.org
 cityofmaupin.org

City of Maupin Quarterly Lodging Tax Form

Year	
Quarter	
Due Date	
Federal Employer Tax Number (EIN)	

Attach a copy of the Oregon Lodging Tax Form for the corresponding quarter. Return forms and a check payable to City of Maupin to City Hall.

Property & Owner Information

Name of Business: _____

Street Address: _____

Mailing Address: _____

Owner Name: _____

Phone: _____ Email: _____

Mailing Address: _____

1. Total gross receipts for lodging sales..... _____
2. Nontaxable lodging sales
 - a. Long-term or monthly rental..... _____
 - b. Federal employees on business... _____
 - c. Federal instrumentalities..... _____
 - d. Nontaxable lodging sales total (Add lines 2a thru 2c)..... _____
3. Total taxable lodging sales (Subtract line 2 from line 1)..... _____
4. Tax rate..... 0.06
5. Tax due (Multiply line 3 by line 4)..... _____
6. Administrative fee rate..... 0.02
7. Administrative fee (Multiply line 5 by line 6. This will reduce your tax.)..... _____
8. TOTAL TAX DUE (Subtract line 7 from line 5)..... _____

Under penalty of false swearing, I declare that the information in this return and any attachment is true, correct, and complete.

Name: _____

Signature/Date: _____