



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

## **Short Term Rental License Application**

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

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Thank you for applying for the City of Maupin Short Term Rental License. This packet contains the Short Term Rental License application as well as information that will assist you in complying with the City of Maupin Ordinance No. 322, which permits approved Short Term Rentals in the Recreational Commercial zone.

### **What is a Short Term Rental?**

A Short Term Rental is an accommodation providing stays of 30 days or less in a residential dwelling in Maupin's Recreational Commercial zone. 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 property owners 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 322.

### **Requirements for application (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 annual 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](mailto:cityhall@cityofmaupin.org). The City Manager will review the application and make a determination. We will notify applicants by mail or email of the decision within 30 days from the submission of a completed application packet. Licenses are valid for one calendar year and must be renewed annually, including paying the annual license fee, before January 30 each year.



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**OFFICE USE ONLY**

STR APPLICATION #	DATE RECEIVED	FEES PAID <input type="checkbox"/>
ZONING ORDINANCE ADMINISTRATOR SIGNATURE & DATE		
<input type="checkbox"/> APPROVED AS SUBMITTED	<input type="checkbox"/> APPROVED WITH CONDCTIONS	<input type="checkbox"/> DENIED
CONDITIONS (IF APPLICABLE)		

**APPLICANT**

*I agree to comply with all local, State, and Federal Laws pertaining to this operational use. I understand that if this license is granted, a review of this license for compliance may be conducted at any time by the City and immediately revoked for violation or non-compliance of the Ordinance or conditions of approval. 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 who make up the entity, as well as proof of my authorization to act on the entity's behalf. I certify that all information provided is true and correct.*

PROPERTY OWNER NAME	LOCAL CONTACT (Must be available for contact within 24 hours)
MAILING ADDRESS	PHYSICAL ADDRESS
EMAIL	EMAIL
PHONE	PHONE
SIGNATURE & DATE	SIGNATURE & DATE

**PROPERTY INFORMATION**

STREET ADDRESS	TAXLOT
ENTIRE DWELLING RENTAL <input type="checkbox"/> YES <input type="checkbox"/> NO	PROPOSED OCCUPANCY LIMIT (MAX 10)
NUMBER OF BEDROOMS	NUMBER OF OFF-STREET PARKING SPACES
LISTING SERVICES (Airbnb, VRBO, etc.)	
SHARED YARDS/COMMON AREAS IN THE BACK OR SIDE YARD <input type="checkbox"/> YES <input type="checkbox"/> NO	
COPIES OF INTERIOR AND EXTERIOR POSTINGS ATTACHED <input type="checkbox"/> YES <input type="checkbox"/> NO	
PLOT PLAN ATTACHED <input type="checkbox"/> YES <input type="checkbox"/> NO	PROOF OF WEEKLY GARBAGE SERVICE ATTACHED <input type="checkbox"/> YES <input type="checkbox"/> NO

**ONSITE INSPECTION CHECKLIST** *The Local Contact or the Property Owner will walk through the property and complete the safety and compliance checklist on the reverse page, and will initial compliance with each item. We are relying on Short Term Rental Operators to ensure that their dwellings are safe and accessible for all visitors, and are in compliance with City of Maupin ordinances. 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 that were found during the self-inspection have been corrected.*

Printed Name \_\_\_\_\_

Signature & Date \_\_\_\_\_

**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. \_\_\_\_\_*

**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. \_\_\_\_\_*



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## 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



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## LODGING TAX REGISTRATION

This information will be used by the City of Maupin for identification and compliance purposes in the administration of the City of Maupin lodging tax.

<b>Business Name</b>	<b>Federal EIN</b>	<b>State BIN</b>
<b>Owner Name</b>	<b>Social Security Number</b>	
<b>Street Address</b>		
<b>Mailing Address</b>		
<b>Business Phone</b>	<b>Business Email</b>	

<b>Names of other owners, partners, or corporation officers (Use back of form if more room is needed)</b>		
<b>Name</b>	<b>Mailing Address</b>	<b>Social Security Number</b>

<b>Number of Units</b>	<b>Maximum Occupancy</b>			<b>Date business began operating</b>		
<b>Organization</b>	Sole Proprietor	Partnership	Corporation	LLC	Government	
<b>Accommodation</b>	Bed & Breakfast	Cabins	Campground	Lodge	Hotel/Motel	RV Park

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

Print Name \_\_\_\_\_

Signature & Date \_\_\_\_\_



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### 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: \_\_\_\_\_