

Short Term Rentals Establishment Process Guide

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COMMUNITY
DEVELOPMENT

Additional information on establishing and maintaining Short Term Rentals can be found on the City's STR Program website at www.bendoregon.gov/shorttermrentals and in [Bend Development Code \(BDC\) 3.6.500](#) at www.bendoregon.gov/citycode.

Eligibility

- Determine whether or not the unit is eligible to be used as a Short Term Rental Using the STR Eligibility Tool within the [Bend Oregon Online Mapper](#).

Type Designation

- Determine the type designation of your Short Term Rental Unit with the help of the [Short Term Rental Type Designations Guide](#).

Land Use Permit

- Submit a Land Use Permit Application via the Online Permit Center. Instructions online at www.bendoregon.gov/shorttermrentals under the tab titled "**STR Land Use Permit Application & Permit Eligibility Tool**."

Operating License

- Within 60 days of notification of approval of Land Use Permit, submit a Short Term Rental Operating License via the Online Permit Center. Instructions online at www.bendoregon.gov/shorttermrentals under the tab titled "**INITIAL STR Operating License Instructions**."

Taxing

- Operators of Short Term Rentals for more than 30 days per year must collect a [Transient Room Tax](#) of 10.4% at the time the rent is paid.
- Apply for a Room Tax Registration and submit tax reporting and remittance of all tax collected, less a 5% administration fee, by the 15th of each month via the Online Permit Center.
- If monthly average tax due is less than \$100.00, operator may file returns and remit taxes on a quarterly basis. (April 15, July 15, October 15, and January, 15)

Renewal

- To maintain an operating license, operators shall submit a proof of use on an annual basis. For Type II STR's, the Transient Room Tax remittance will suffice as proof of use. For Type I STR's, an alternative documentation of proof such as a rental receipt or contract is required.
- To renew an operating licence, submit a renewal application via the Online Permit Center by the date indicated by the City. Notice of licence expiration will be delivered by the City to the operator 60 days prior to the expiration of the Operating License.