



Licensing Division  
 City of Bend  
 710 NW Wall Street, Bend OR 97703  
 (541) 388-5580 option 8  
[www.bendoregon.gov/businesslicense](http://www.bendoregon.gov/businesslicense)

## STR OPERATING LICENSE ACKNOWLEDGEMENT

This submittal form is to be completed as part of your application with the City of Bend. *Download this form before completing fillable fields*, then upload with your application through the Online Permit Center at [www.bendoregon.gov/permitcenter](http://www.bendoregon.gov/permitcenter).

**Proof of Use** – Check one of the boxes below.

- Not Applicable - this is my initial Short Term Rental Operating License Application
- I acknowledge that my room tax reporting is current, up to date, and compliant with BC Chapter 7.16.070(E).
- I am exempt from remitting room tax because I hold a Type I Infrequent land use permit.
  - I have submitted proof of use via the online permit center portal.
- I hold a Type I Infrequent Owner-Occupied land use permit and have submitted my monthly room tax reports.
- I am taking the long-term lease exemption for my license renewal this year and have submitted proof of a lease of 12-months or longer via the online permit center portal.

### Parking

- I have provided the occupants of the short-term rental property with a diagram of approved parking spaces or where they may find approved parking while staying at this location.

### Good Neighbor Guidelines

- The **Good Neighbor Guidelines** are posted within the property or in online advertising.

### Acknowledgement

By signing this application, the owner/authorized agent agrees to abide by the Short-Term Rental Operating License requirements as stated in **Bend Municipal Code Chapter 7.16**. I warrant that the information provided in this application is true and agree that by typing my name in the signature box I am providing an electronic signature that is the legal equivalent of my manual signature on this application. Disclosure: Information on this application is a public record subject to disclosure upon request under the Oregon Public Records Law unless an exemption applies.

\_\_\_\_\_  
 Applicant Name

\_\_\_\_\_  
 Date

LIC – STR Operating License Acknowledgement - Last Revised Date: 06/11/2024



### Accommodation Information for People with Disabilities

To obtain this information in an alternate format such as Braille, large print, electronic formats, etc. please contact the Licensing Division at [licensing@bendoregon.gov](mailto:licensing@bendoregon.gov) or (541) 388-5580 ext. 8; Relay Users Dial 7-1-1.