



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)

## DECLARATION OF NOTICE – OF A SHORT TERM RENTAL OPERATING LICENSE

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).

**Check which box below best describes how you provided notice to your neighbors.**

- I have a sign posted on the property; it is visible from the street and identifies this property as a short term rental, which includes the 24/7 emergency contact information. (Please include a picture of the sign and where it is located on the property if you haven't already before)
- I have mailed a letter to all properties within 250ft of this property (Please include a picture of the letter and the prepared envelopes)
- I have hand delivered notice to all neighbors within 250ft of this property. (Please include a picture of the notice provided to the neighbors)
- I own a STR in Mt. Bachelor Village Resort and have emailed my 24/7 emergency contact information to the HOA Offices in c/o Aperion Management Group at [customerservice@aperionmgmt.com](mailto:customerservice@aperionmgmt.com). Include the email in your application materials.
- I own a STR in The Courtyards at Broken Top and have emailed my 24/7 emergency contact information to the HOA Offices in C/O Broken Top Community Association at [gmbtca@brokentop.org](mailto:gmbtca@brokentop.org). Include the email in your application materials.

### 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 – Declaration of Notice – Short Term Rental Operating License - Last Revised Date: 01/12/2024



#### 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; Relay Users Dial 7-1-1.