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# Neighborhood Notice

## Accessory Short-Term Rental Permit – Multi-Dwelling Structures

Hello Neighbors, Neighborhood Representatives, and Property Owners,

The City of Portland’s Title 33 Planning and Zoning Code Section 33.207 allows me to rent up to two bedrooms in my residence to overnight guests on a short-term basis (less than 30 days). You are receiving this notice because as part of the permit application I am required to mail or deliver this notice to the Neighborhood Association and District Coalition of Neighborhoods in which my home is located; the property manager if there is one, and all residents and owners of property abutting, across the hall from, above, and below the accessory short-term rental.

Below is a brief description of my proposed accessory short-term rental—including number of bedrooms to be rented and how the operation will meet the zoning code general regulations summarized on page 2 of this notice. I have also included relevant information you might find useful (where my guests will be parking, how they will be accessing my residence, etc.)

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**Address of Proposed Accessory Short-Term Rental:** \_\_\_\_\_

Building and/or unit number (if applicable): \_\_\_\_\_

**Contact Information**

Applicant/Resident: \_\_\_\_\_

Phone number (required): \_\_\_\_\_

Operator, if not the resident: \_\_\_\_\_

Phone number (required): \_\_\_\_\_

This notice is provided as a courtesy so neighborhood representatives and adjacent neighbors are aware of this activity happening in their neighborhood. You may contact the Bureau of Development Services, Property Compliance Division with questions or concerns at (503) 823-2633 or by email at [codec@portlandoregon.gov](mailto:codec@portlandoregon.gov).

Please see page 2 for General Regulations

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# General Regulations for Type A Accessory Short-Term Rentals

1. The Accessory Short-Term Rental Permit is valid for two years. Permit renewals require the resident, and operator, if applicable, to agree to continue to abide by the requirements below and document that the Neighborhood Notification requirements have been met again.
2. Type A accessory short-term rentals are limited to renting a maximum of 2 bedrooms to overnight guests. These bedrooms may be located in triplexes, fourplexes, eightplexes, and all other apartment or condominium structures with more than 3 units in them.
3. The resident of the short-term rental must reside in the dwelling unit where the bedrooms are rented at least 9 months (or 270 days) of each year. During the possible 3 months (or 95 days) the resident may be away, their home can continue to be used as a short-term rental. A maximum of two bedrooms can be rented in all cases.
4. The total number of residents and guests occupying the dwelling unit with a Type A accessory short-term rental may not exceed the number allowed for a household as defined by the Zoning Code: “one or more persons related by blood, marriage, domestic partnership, legal adoption or guardianship, plus not more than 5 additional persons, who live together in one dwelling unit.”
5. Services for normal maintenance, repair and care of the residence or site such as yard maintenance or house cleaning are allowed, but there can be no nonresident employees on site associated with the short-term rental.
6. The resident may designate an operator to manage their accessory short-term rental.
7. Guests and visitors may be served alcohol and food subject to county and state requirements, but an employee may not be hired to come to the site to prepare/serve food or beverages to guests.
8. Commercial meetings such as luncheons, parties, weddings, charitable fund raising, or other gathering for direct or indirect compensation are not allowed.
9. A Type B home occupation (home business), which allows either one nonresident employee or up to eight customers per day, is prohibited with a Type A accessory short-term rental. Type A home occupations, where no employees or customers come to the site, are allowed.
10. A guest log book that includes the names and home addresses of guests, guest’s license plate numbers if traveling by car, dates of stay, and the room assigned to each guest will be maintained.
11. Accessory short-term rental permit number must be included in all advertising and posted in the dwelling unit.
12. Accessory short term rental businesses must register their business with the City of Portland Revenue Bureau and collect and remit transient lodging taxes.
13. Signs associated with accessory short-term rentals are regulated by the Sign Code, Title 32 of the Portland City Code. Contact BDS at (503) 823-7996 for information on sign regulations.

The full language of 33.207, Accessory Short-Term Rentals are available online at [www.portland.gov/code/33](http://www.portland.gov/code/33)