

SHORT TERM VACATION RENTAL PERMIT TRANSFER PROCESS: NEW OWNER OR MANAGEMENT CHANGE

➤ REQUIRED DOCUMENTATION FOR PERMIT TRANSFER/UPDATE:

- 1.) Updated Application
- 2.) Updated Transient Lodging Tax Registration form
- 3.) Photo of New Signage in Place on Property (Mgmt Chg Only)
- 4.) Proof of Liability Insurance (New Home Owner Only)
- 4.) Proof of Garbage Service
- 5.) Applicable fees (If due at time of transfer)

Return completed documentation packet along with any applicable fees to Tillamook County Department of Community Development during regular business hours, via email, or US mail at address listed below.

1. Certificate of Inspection will be issued once updated documentation is submitted. Certificate will include the TLT # and must be posted conspicuously in the rental for permit to be valid.
2. Any changes in owner, contact information, or management must be conveyed to the Dept. of Community Development at the earliest opportunity.
3. Further information regarding the Tillamook County Short Term Ordinance #84, as well as the TLT Ordinances #74 & 75 may be found at the following sites:

<http://www.co.tillamook.or.us/gov/ComDev/ShortTermRental/STR.htm>

<http://www.co.tillamook.or.us/gov/ComDev/TLT/TLTInfo.htm>

Any questions may be directed to:

**Department of Community Development
1510-B Third Street
Tillamook, OR 97141
(503) 842-3408 X3122**