

# 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](http://www.bendoregon.gov/shorttermrentals) and in [Bend Development Code \(BDC\) 3.6.500](#) at [bendoregon.gov/citycode](http://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 \(BOOM\)](#).

## 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](#) to [planning@bendoregon.gov](mailto:planning@bendoregon.gov).

## Operating License

- Within 60 days of notification of approval of Land Use Permit, submit a [Short Term Rental Operating License application](#) to: [shorttermrentals@bendoregon.gov](mailto:shorttermrentals@bendoregon.gov) -or- City Hall at 710 NW Wall Street Bend, OR 97703, Attn: STR Program Coordinator.

## 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.
- Submit a [tax remittance form](#) and remittance of all tax collected, less a 5% administration fee, by the 15th of each month.
- 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](#) 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.