



**City of Lake Oswego**  
**Short-Term Rental Business License Application**  
**and Transient Lodging Tax Registration**

380 A Ave | PO Box 369 Lake Oswego, Oregon 97034

Phone: 503-635-0279 | Fax: 503-699-7457

[business@lakeoswego.city](mailto:business@lakeoswego.city)

Application Date: \_\_\_\_\_

License Number: \_\_\_\_\_

**PROPERTY INFORMATION**

Owner Name: \_\_\_\_\_

Property Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

What is the maximum number of guests you anticipate per rental? \_\_\_\_\_

Is the short-term rental in a:            primary dwelling            accessory dwelling

**HOST CONTACT INFORMATION**

Contact Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

**REQUIREMENTS FOR SHORT-TERM RENTAL DWELLINGS**

A short-term rental business may be conducted if the following conditions are continuously complied with (LOC 50.03.004.b.ii):

- (1) The use does not alter the residential character of the neighborhood nor infringe upon the right of residents in the vicinity to the peaceful enjoyment of the neighborhood.
- (2) A current and valid short-term rental business license is maintained.
- (3) No persons other than family members who reside at the dwelling are employed or otherwise work in the short-term rental, except persons performing housekeeping, yard maintenance, or other domestic services for the dwelling.
- (4) The property owner makes their primary residence on the same lot and provides documentation. *See short-term rentals sheet.* (The owner is not required to be present when the dwelling is rented)
- (5) Transient Lodging Taxes are collected under LOC Article 24.02.

For questions regarding these requirements, contact the Planning Department at 503-635-0290.

**OWNER SIGNATURE**

I hereby certify that all information on this application is true, correct and complete based on all information of which I have knowledge. I also certify that I own and maintain my primary residence on the lot where the short-term rental will occur.

\_\_\_\_\_  
SIGNATURE OF OWNER

\_\_\_\_\_  
DATE

Please mail the completed application to; Business Licensing, City of Lake Oswego, PO Box 369, Lake Oswego, OR, 97034. Include a check for \$80.00 payable to the City of Lake Oswego. Also include, as proof of primary residency, a copy of either your Oregon Drivers License, Oregon DMV ID Card, Income Tax Return (first page of most recent year), or Voters Registration Card. Licenses are valid for 12 months once issued.