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**Sec. 30.1000. License required.**

- (a) An accessory short-term rental license shall be effective when issued, and shall expire on December 31 of the year it is issued, unless sooner suspended or revoked. The license may be renewed pursuant to SRC 30.055.
- (b) An accessory short-term rental license shall designate the operator and the property approved under the license. Licenses shall not be transferable to other people or properties.
- (c) In addition to notification to the applicant as required under SRC 30.050(d) and 30.055(e), upon issuance of an accessory short-term rental license and any renewal thereof, the Director shall provide notice that the license has been issued to the neighborhood association whose boundaries include the property. The notice shall include the contact information for the local representative, and a link to the City's website where the contact information is available.

(Ord. No. 5-17, § 2(30.1000), 6-12-2017)

**Sec. 30.1005. Standards.**

- (a) *Compliance with applicable law.* An accessory short-term rental must conform to the applicable requirements of Title X of the Salem Revised Code (SRC), and to all other applicable SRC requirements.
- (b) *Owner authorization.* A resident family who rents or leases a dwelling unit may not operate an accessory short-term rental without the written authorization of the property owner.
- (c) *Local representative.* Operators shall provide a local representative to respond to issues that may arise during the term of an accessory short term rental. The local representative shall be:
  - (1) The operator who resides on the property during the term of the accessory short term rental, or
  - (2) A licensed real property management company that has a physical office open to the public within the Salem/Keizer Urban Growth Boundary, and;
  - (3) Available to timely respond to the property to address complaints regarding renters of an accessory short term rental.
- (d) *Guest registry.* The operator of an accessory short-term rental shall maintain a guest registry. The guest registry shall be available for inspection by the Director upon request. The guest registry shall include the following information:
  - (1) For each booking:
    - (A) The dates, and total number of days, rented;
    - (B) Whether the rental was hosted or non-hosted;
    - (C) If the rental was hosted, the number of individual guest rooms rented;
    - (D) The number of guests;
    - (E) For bookings reserved through a booking service, the name of the booking service where the booking was reserved; and
  - (2) For the entire year:
    - (A) The total number of days rented as a hosted rental; and
    - (B) The total number of days rented as a non-hosted rental.

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- (e) *Transient occupancy tax.* The operator of an accessory short-term rental shall comply with all of the applicable requirements of SRC chapter 37.
  - (f) *Insurance.* The operator of an accessory short-term rental shall maintain liability insurance which covers the use of the property as an accessory short-term rental. The insurance shall be in effect during the entire term the accessory short-term rental license is valid.
  - (g) *Advertising.* No person shall advertise or list an accessory short-term rental for rent without a valid accessory short-term rental license. The City issued license number shall be included on any advertisement or listing.
  - (h) *Safety requirements.* Accessory short-term rentals shall conform to the City's Housing Code under SRC chapter 59.

(Ord. No. 5-17, § 3(30.1005), 6-12-2017)

### **Sec. 30.1010. Inspection.**

Accessory short-term rentals shall be inspected by the Director at least once every five calendar years. Inspections shall verify:

- (a) The number of guest rooms; and
- (b) Conformance with the City's Housing Code, SRC chapter 59.

(Ord. No. 5-17, § 4(30.1010), 6-12-2017)

### **Sec. 30.1100. License required.**

- (a) A short-term rental license shall be effective when issued, and shall expire on December 31 of the year it is issued, unless sooner suspended or revoked. The license may be renewed pursuant to SRC 30.055.
- (b) A short-term rental license shall designate the operator and the property approved under the license. Licenses shall not be transferable to other people or properties.
- (c) In addition to notification to the applicant as required under SRC 30.050(d) and 30.055(e), upon issuance of a short-term rental license and any renewal thereof, the Director shall provide notice that the license has been issued to the neighborhood association whose boundaries include the property. The notice shall include the contact information for the local representative, and a link to the City's website where the contact information is available.

(Ord. No. 5-17, § 5(30.1100), 6-12-2017)

### **Sec. 30.1105. Standards.**

- (a) A short-term rental must conform to the applicable requirements of Title X of the Salem Revised Code, and to all other applicable SRC requirements.
- (b) Local representative. Operators shall provide a local representative to respond to issues that may arise during the term of a short term rental. The local representative shall be:
  - (1) The operator; or
  - (2) A licensed real property management company that has a physical office open to the public within the Salem/Keizer Urban Growth Boundary, and;

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- (3) Available to timely respond to the property to address complaints regarding renters of a short term rental.
  - (c) Guest registry. The operator of a short-term rental shall maintain a guest registry. The guest registry shall be available for inspection by the Director upon request. The guest registry shall include the following information:
    - (1) For each booking:
      - (A) The dates, and total number of days, rented;
      - (B) Whether the rental was for the entire dwelling unit or guest rooms within the dwelling unit;
      - (C) For bookings when individual guest rooms within the dwelling unit were rented rather than the entire dwelling unit, the number of individual guest rooms rented;
      - (D) The number of guests;
      - (E) For bookings reserved through a booking service, the name of the booking service where the booking was reserved; and
    - (2) For the entire year:
      - (A) The total number of days individual guest rooms within the dwelling unit were rented; and
      - (B) The total number of days the entire dwelling unit was rented.
  - (d) Transient occupancy tax. The operator of a short-term rental shall comply with the applicable requirements of SRC Chapter 37.
  - (e) Insurance. The operator of a short-term rental shall maintain liability insurance which covers the use of the property as a short-term rental. The insurance shall be in effect during the entire term the short-term rental license is valid.
  - (f) Advertising. No person shall advertise or list a short-term rental for rent without a valid short-term rental license. The City issued license number shall be included on any advertisement or listing for the short-term rental.
  - (g) Safety requirements. Short-term rentals shall conform to the City's Housing Code under SRC chapter 59.
- (Ord. No. 5-17, § 6(30.1105), 6-12-2017)

### **Sec. 30.1110. Inspection.**

Short-term rentals shall be inspected by the Director to verify:

- (a) The number of guest rooms;
- (b) The location of any parking spaces provided; and
- (c) Conformance with the City's Housing Code, SRC chapter 59.

(Ord. No. 5-17, § 7(30.1110), 6-12-2017; Ord. No. 4-23 , § 1(Exh. A), 4-24-2023)