



City of Rockaway Beach Change of Local Representative

cityhall@corb.us 503-374-1752

City of Rockaway Beach, PO Box 5, Rockaway OR 97136

Additional information can be found on the city website: www.corb.us

FOR OFFICE USE ONLY

TIME STAMP

License # _____

Short-Term Rental Address: _____

Homeowner Names: _____

Local Agent/ Property Management Company: _____

Required Responders Name: _____

Required Responders Phone: _____

Required Responders Email: _____

Local Representative Responsibilities:

- The homeowner, representative, or property management company shall be available by phone (24 hours a day, seven days a week) to ensure a response to complaints regarding emergencies and the condition, operation, or conduct of the occupants.
- A 24-hour representative must be able to physically respond to the vacation rental site within 30 minutes, and if requested they must respond.
- If there is a change in the designated representative the property owner must submit to the City the name and contact information of the new representative within 10 days of the change.

By signing below, the property owner designated the above noted individual or property management company as the local representative for the vacation rental dwelling noted above.

Property Owner's Signature: _____ Date: _____