



SHORT-TERM RENTAL REGISTRATIONS

How to renew or transfer a short-term rental license.

[Click to Enter the STR Registration Portal](#)

HAVE YOUR DOCUMENTS READY ...

- ▶ **Image of house number or address identifier visible from the street.**
Image to be taken from the street.
- ▶ **Image of required identification sign posted on property and visible from the street.**
Image to be taken from the street.
- ▶ **Close up image of identification sign the current short-term rental license number, email address, and a contact telephone number for the owner or local agent.**
Leave license number blank if new application.
- ▶ **Parking plan map and notice posted in a conspicuous place in the rental identifying the number and location of off-street parking spaces for renters.**
- ▶ **Proof of active liability insurance coverage from insurance company.**



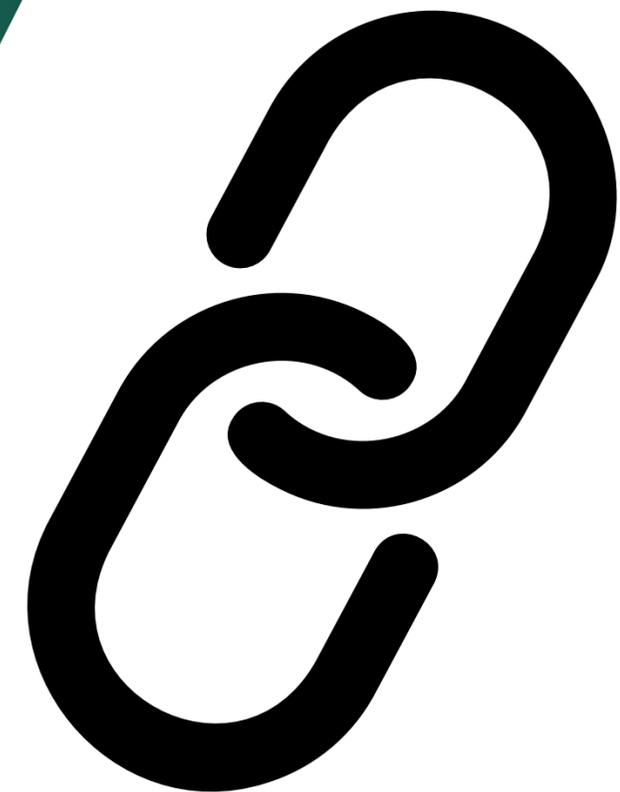
HELPFUL INFO LINKS

[Examples of signage and parking diagrams.](#)

Following the link above (click the link) will show you examples of address identifier and identification signs as well as parking plan diagrams. This will also take you to general FAQs about short-term rentals in Rockaway Beach, OR.

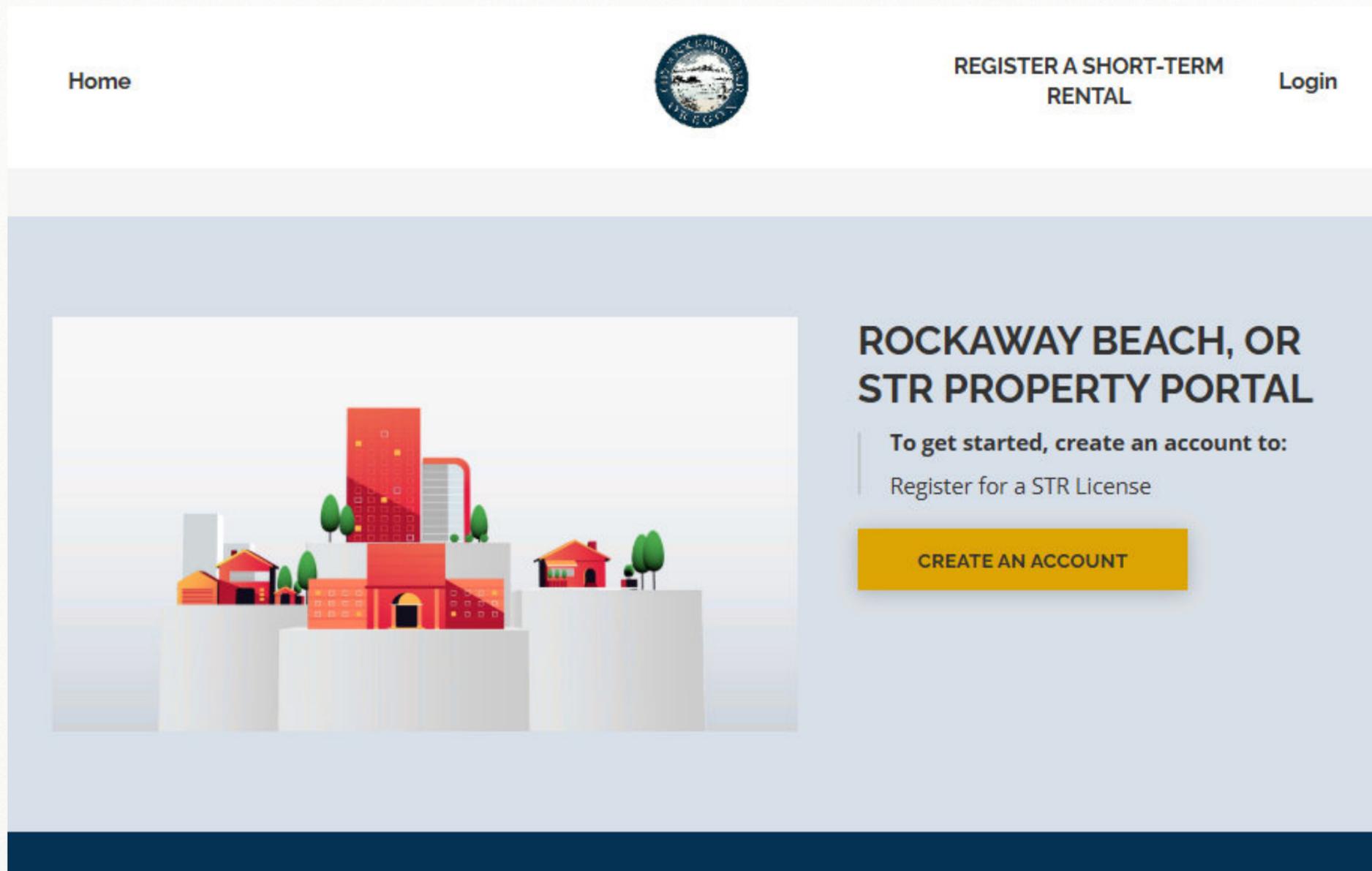
[Short term rentals ordinances.](#)

Following the link above (click the link) will take you to the Chapter 113: Short-Term Rentals ordinance for the City of Rockaway Beach. This will provide you will detailed information on the local laws and regulations.



VISIT THE NEW REGISTRATION PORTAL

[Click to Enter the STR Registration Portal](#)



Create an account.

Before you can register a short-term rental, you will need to create an account.

REGISTER TO LOGIN

Home  REGISTER A SHORT-TERM RENTAL Login

Registration

Please enter your email and a password to register for self

Email *

Password *

Confirm Password *

Create your login credentials.

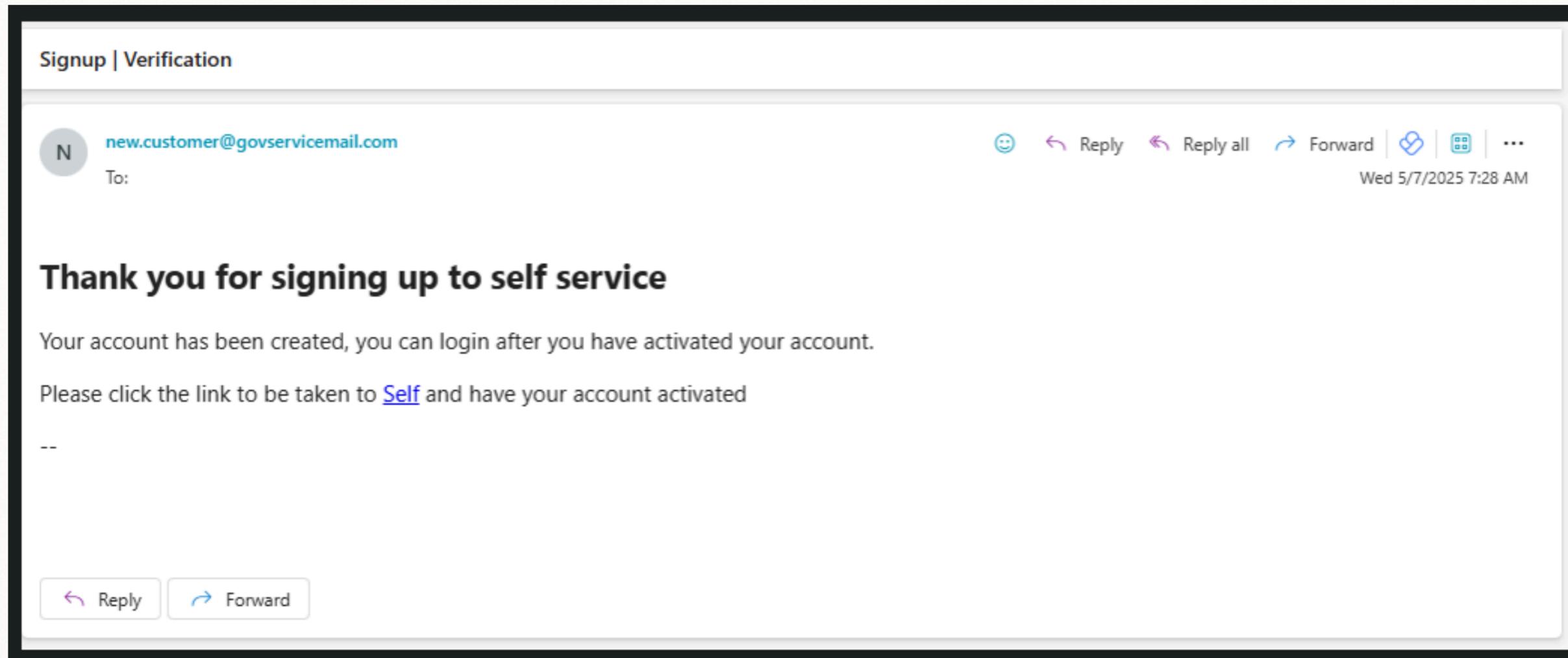
Enter your email address and create a password. Next, a message box will appear letting you know email verification is required. Select OK and check your email. Follow the verification instructions provided there.

! Email Verification Required

Your account has been successfully registered. Before you can use it, you must verify your email address. An email has been sent to [REDACTED] containing instructions on how to do this.

[OK](#) [CANCEL](#)

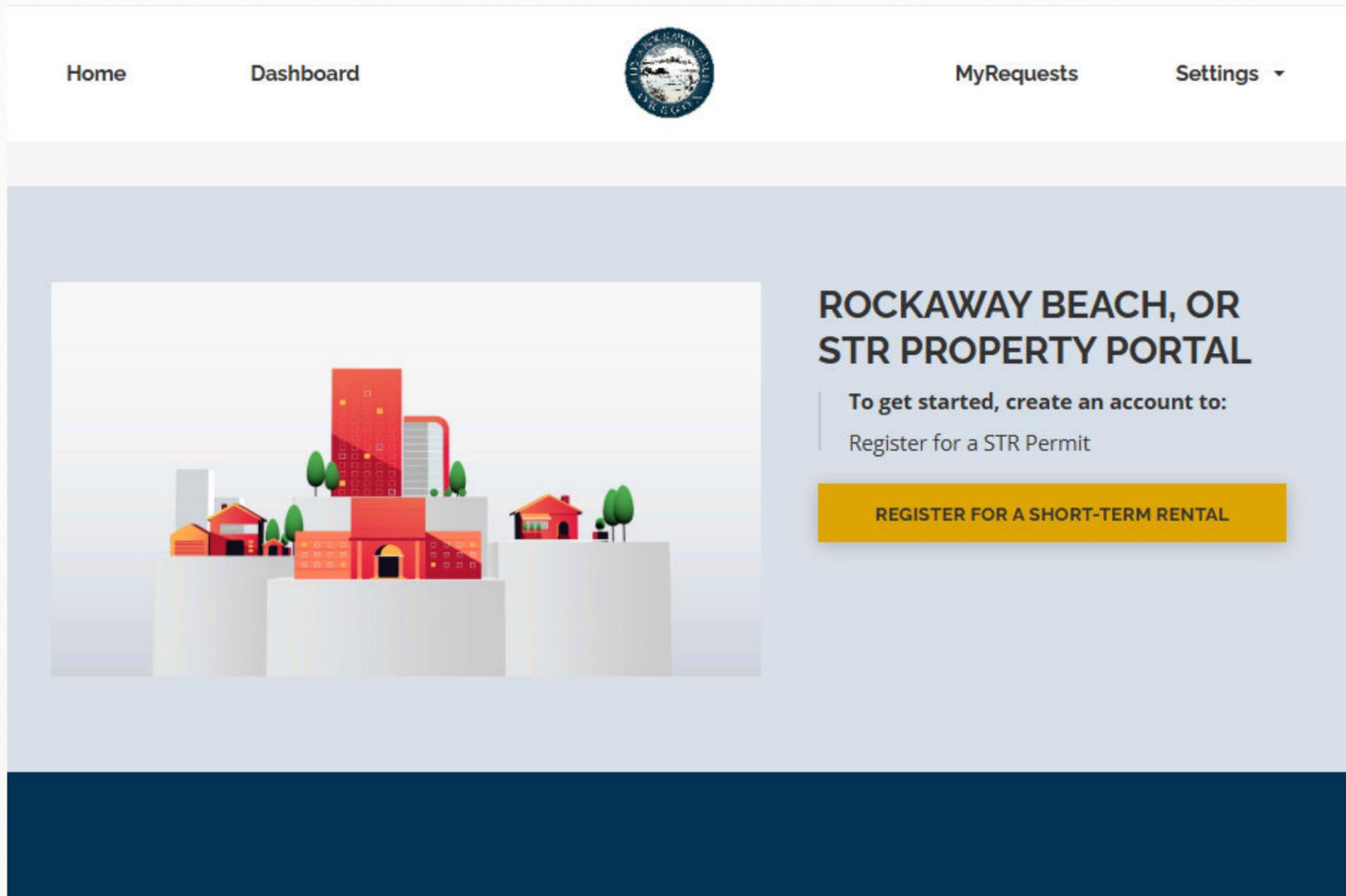
SIGNUP VERIFICATION



Activate your account.

Click the blue "Self" link to complete email address verification process.
Once the email has been verified, you will be able to login.

REGISTER FOR A SHORT-TERM RENTAL



Home Dashboard  MyRequests Settings ▾

ROCKAWAY BEACH, OR STR PROPERTY PORTAL

To get started, create an account to:
Register for a STR Permit

[REGISTER FOR A SHORT-TERM RENTAL](#)

Login to register.

After you've verified your email, login (found in the upper right hand corner). From there, click the orange "Register for a short-term rental" button to get started.

FOLLOW THE PROMPTS

Home Dashboard  MyRequests Settings ▾

Apply for a Short Term Rental

Welcome About You The Property

Welcome to the Short-Term Rental Registration Service! Please ensure you have all required documents before proceeding:

- Image of house number or address identifier is visible from the street. *(Image to be taken from street).*
- Image of required identification sign posted on property and visible from the street. *(Image to be taken from the street).*
- Close up image of identification sign including short-term rental license number, email address and a contact telephone number for the owner or local agent. *(Leave license number blank if new application).*
- Parking Plan Diagram Notice outlining the required off street parking provided within the rental that identifies the number and location of off-street parking spaces for renters. *(See [F.A.Q. sheet](#) from City of Rockaway Beach for required information on the notice).*
- Statement of liability insurance coverage from insurance company.

Complete the process.

Next you will come to the welcome page. From there, follow the question prompts to enter the required information. Once all information is entered, click the submit button and you will be directed to a payment screen.

 **NOTE: You must complete the process from start to finish. There is no option to save and start again where you left off.**

Are you sure you want to navigate away? All progress in this form will be lost.

NO

YES

YES & STOP WARNINGS



SUBMIT PAYMENT

▶ Pay via credit card.

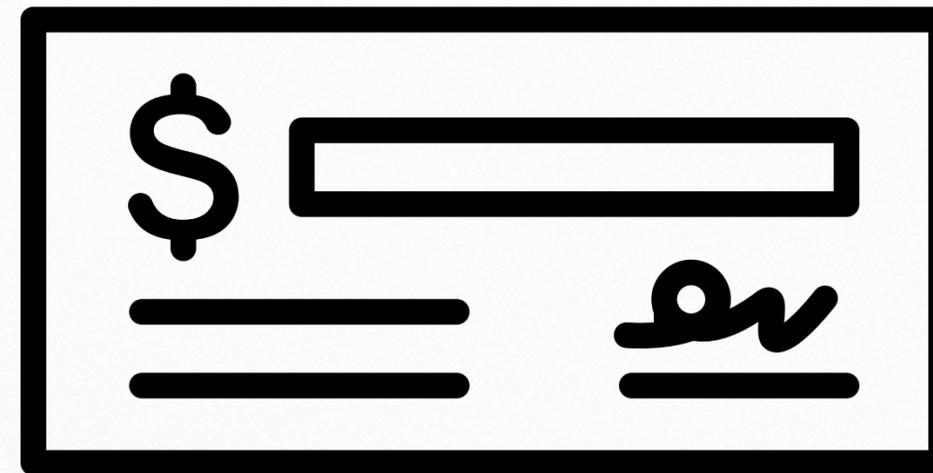
There is a \$15.24 charge to pay by credit card. The fee goes to the payment processing company and not to the City of Rockaway Beach.

▶ Pay via ACH (electronic check).

There is a \$4.03 charge to pay by ACH (electronic check). The fee goes to the payment processing company and not to the City of Rockaway Beach.

Cash and paper check payments will not be accepted for STR license renewal registrations and STR license transfer registrations. We've switched to a secure payment portal to make processing faster and more streamlined. While we understand fees can be frustrating, they're set by the third-party processor and not collected by the City of Rockaway Beach.

VERIFY YOUR ACCOUNT



▶ **Verifying your account for ACH payments.**

If you choose the ACH payment option, you will need to follow the instructions on the screen prompts to verify your account through Plaid. For their data practices you can read the [Plaid End User Privacy](#) as well as the section titled "[Your Data Protection Rights](#)."

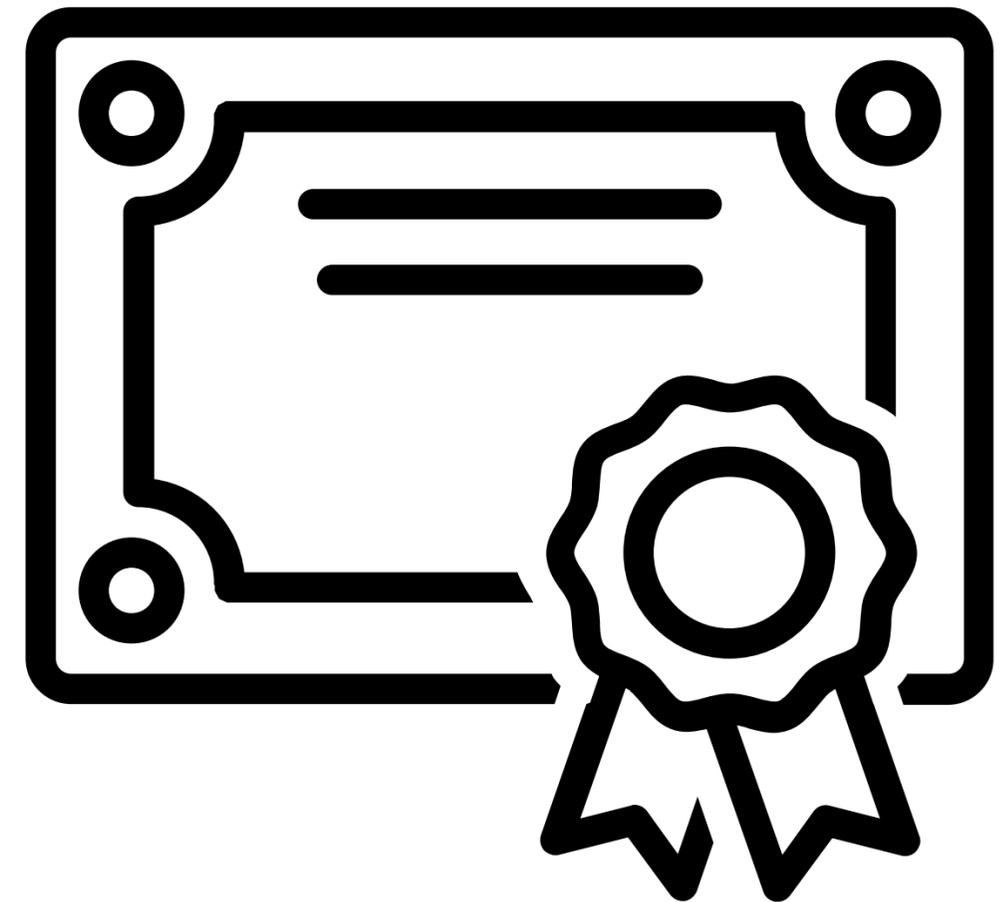
WHERE'S MY STR LICENSE CERTIFICATE?

Pending review & approval.

Once the STR Registration is submitted, the City of Rockaway Beach will review your information. When it is approved, you will receive an approval email to the address you entered on the registration form along with the Short-term rental license certificate.

Additional info needed.

If additional information or documentation is needed to approve your registration, you will receive an email notification with a link to click and upload the documentation and/or enter a response to the information that was requested.



CONTACT US

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