



City of Stevenson

Vacation Rental Home

Good Neighbor Guidelines

Hello new neighbors! However long you stay, Stevenson welcomes you as part of our community. We like our small town charm, and we think you will like it too. Remember though, we're all on this merry-go-round together. These Good Neighbor Guidelines are available to help us keep our small town an amazing place to live, work and play.

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- 1. 24-Hour Contact Information.** If at any time you have concerns about your stay in regards to your neighbors, please call the contact number listed in the rental lease agreement or posted in the unit. In the event of an emergency, please call 911.
 - 2. General Respect for Neighbors.** Be friendly, courteous, and treat your neighbors like you want to be treated. Respect your neighbors, their privacy, and their property.
 - 3. Noise.** Be considerate of the neighborhood and your neighbor's right to the quiet enjoyment of their home and property, especially after 10 PM.
 - 4. Maintenance of Property.** Be sure to pick up after yourself and keep the property clean, presentable and free of trash.
 - 5. Parking.** Refer to the parking diagram posted in the unit and park *on-site* whenever possible. Do not park on lawns or in a manner which blocks driveways, sidewalks, alleys or mailboxes. *On-street* parking is a community resource, don't be surprised to see a neighbor parked in front of the home you are renting.
 - 6. Traffic Safety.** Drive slowly through neighborhoods and watch for pedestrians and children playing. Better yet, our streets, sidewalks and trails offer safe, convenient, and interesting alternatives to your in-town destinations.
 - 7. Fires.** Our wonderful summer weather lends itself to heightened fire hazards. Help us all stay safe from wildfires by fully extinguishing cigarettes and abiding all seasonal and emergency bans on recreational fires.
 - 8. Pets.** Promptly clean-up after your pets. Prevent excessive and prolonged barking, and keep pets from roaming the neighborhood. Control aggressive pets, and be sure to abide by the local leash laws. Store pet food indoors and in a secure container to reduce the likelihood of unwanted pest problems.
 - 9. Tenant/Guest Responsibility.** Approved guests and visitors are expected to follow the Good Neighbor Guidelines. Be Sure to read your rental agreement for additional terms and restrictions which may include consequences for violating the Good Neighbor Guidelines.
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City of Stevenson

Phone (509)427-5970
FAX (509) 427-8202

7121 E Loop Road, PO Box 371
Stevenson, Washington 98648

2019 Vacation Rental Application

(Stevenson Sales Tax Location Code 3002)

Vacation Rental Address: _____

Vacation Rental Tax Lot #: _____

Vacation Rental Telephone #: _____

WA State Business License (UBI) #: _____

Tax Reporting Frequency: _____

Owner Name: _____

Contact Person: _____

Phone #: _____

Phone #: _____

Email Address: _____

Email Address: _____

Permanent Residence: _____

Contact Person Address: _____

City: _____

City: _____

State: _____ ZIP: _____

State: _____ ZIP: _____

Mailing Address: _____

Mailing Address: _____

City: _____

City: _____

State: _____ ZIP: _____

State: _____ ZIP: _____

If the Owner is not a permanent resident of the Local Area (Clark, Klickitat, or Skamania counties in Washington, Hood River or Multnomah counties in Oregon), **a Contact Person from the Local Area is required.**

Submittal Checklist: Fill in the information requested and initial each statement to certify its truth and accuracy.

_____ This vacation rental home will collect and remit state and local sales and use taxes and special hotel/motel taxes as required by the City and State of Washington Department of Revenue.

_____ The City has the right to provide the names and phone numbers of the owner and contact person to help resolve disruptions caused by the vacation rental home.

_____ The City is authorized reasonable access to the vacation rental home to carry out the administrative duties of SMC 5.20. The last Vacation Rental Inspection was conducted on _____.

_____ The Good Neighbor Guidelines will be provided to guests of the vacation rental home. The Guidelines will will not be incorporated into the occupant's rental contract.

_____ The annual neighborhood notice will be sent or handed out to all owners and/or occupants of adjacent and abutting property.

_____ There are _____ off-street and _____ on-street parking spaces available to the vacation rental home. It is understood that on-street spaces are not for the exclusive use of the vacation rental home, and a diagram of parking spaces will be provided to guests which expresses this.

_____ This vacation rental home will maintain liability insurance covering its use as a vacation rental home.

Incomplete applications will not be accepted. ● Please ensure that all fees & submittals are included

Applicant Name: _____

Signature: _____

Date: _____

Check here if this property is no longer used as a Vacation Rental Home

Office Use Only:	Application Fee:		
Account	Date:	Receipt #:	License #:
#001 000 000 321 90 00			



Vacation Rental Inspections

Protection

The primary objective is to provide the guests of vacation rental homes with a measure of protection based on the provisions of the Residential Building Code. Just as important, however, is good common sense on the part of the owner in providing a safe environment for his or her guests.

Smoke Detection

Smoke detectors are one of the most important standards for the protection of the public. They provide early notification to the tenants in the event of a fire for their quick exit from the building during this critical time frame. Detectors should be located on every level of the dwelling including the basement, inside every bedroom, and outside the immediate vicinity of the bedroom and be loud enough to wake sleeping persons.

Carbon Monoxide Detection

If the rental unit is equipped with gas burning appliances or has an attached garage, carbon monoxide detection shall be installed in the area within the bedrooms or giving access to the bedrooms.

Egress

In addition to smoke detection, proper exiting from the building is critical to escape. Means of egress include all components in the normal path of travel to the outside of the building. There should be no unusual obstructions in the exit route to the outside of the building.

Doors should have a clear width of 32 inches to facilitate egress. The door width requirement may be reduced to 28 inches in older buildings subject to the authority having jurisdiction. Doors shall swing freely with no sticking.

Floors should be level with minimum changes in elevation.

Corridors should be at least 36 inches wide and have minimal projections entering the space, including furniture and decorations, so as to not slow down persons exiting from the building.

Door locks in the egress passages should be easily unlocked without any undue hardship or tools.

One and two-family dwellings must have a primary and secondary means of egress. The primary means is generally a door leading into the building with egress windows serving the secondary means of egress from bedrooms. Windows should open easily without undue effort. Third floor bedrooms will require additional fire escape stairs.

Attached garages must be separated from the dwelling unit by fire grade sheetrock and a fire door leading into the structure. Primary egress through a garage is not acceptable.

General Housekeeping

Common sense goes a long way towards maintaining a safe rental property.

Keep critical areas free of combustible materials and obstructions. Critical areas include woodstove spaces, heating devices, oil tanks, electrical panels, and similar areas. Keeping these areas clear also grants service personnel access for repairs.

Keep exit passages free of obstructions including furniture, bikes, decorations, etc.

Provide the renter with important information such as contact telephone numbers to eliminate confusion when a problem occurs.

Include instructions for the renter that contain clear directions to the property which renters can relay to the Dispatch Center in the event of an emergency.

Place appropriate signage with the 911 address clearly visible to direct responders to the property.



CITY OF STEVENSON

7121 E Loop Road, PO Box 371, Stevenson, WA 98648

TO: Neighboring Properties
FROM: _____ **LICENSE #:** _____
DATE: _____
SUBJECT: Vacation Rental Home in Your Neighborhood

Hello,

A property in your neighborhood recently received a license to operate as a vacation rental home. The City views vacation rental homes as a valuable component of our tourism economy, but it also values the peace and comfort of its residents and property owners. The owners of the property located at

(Vacation Rental Home Address)

hope its use as a vacation rental home will not disturb your peace and comfort.

As a property owner or occupant adjacent to or abutting the address above, this notice provides you with the contact information of the vacation rental home's owner. You are encouraged to contact them with any questions or concerns about the property's use as a vacation rental home, and especially if the guests of the home are inconsiderate of the attached Good Neighbor Guidelines. The property's continued use as a vacation rental hinges on its ability to avoid neighborhood disruptions, and the contacts below hope to deal with issues before they become an unbearable nuisance or require any investigative effort or corrective action by the City.

Owner Name: _____ **Phone #:** _____

Local Contact: _____ **Phone #:** _____

The representatives above can be treated as your first line of defense against neighborhood intrusions from vacation rentals, but if they are unresponsive or continually unsuccessful at addressing your concerns, the City is there for you as well:

City Hall Phone #: (509)427-5970

Sheriff's Office Non-Emergency Phone #: (509)427-9490

Sheriff's Office Emergency Phone #: 911

Please save this letter or bookmark <http://ci.stevenson.wa.us/vacationrentalregistry>

Thank you,

Vacation Rental Home Owner/Operator