



# CITY OF ROGUE RIVER

133 Broadway • Box 1137 Rogue River, Oregon 97537 • (541) 582-4401  
Fax: (541) 582-0937 • website: cityofrogue river.org

## RENTAL LICENSE REGISTRATION

Pursuant to all provisions of Rogue River Municipal Code 5.05

Please complete the following information and return this application, together with check to:  
CITY OF ROGUE RIVER - BOX 1137 - ROGUE RIVER - OREGON - 97537

\_\_\_\_\_ Name of Owner

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

\_\_\_\_\_ City, State, Zip Code

\_\_\_\_\_ E-mail Address

\_\_\_\_\_ Phone Number(s)

\_\_\_\_\_ Location of Rentals

\_\_\_\_\_ Specify Number of units  
\_\_\_\_\_ for each address

\_\_\_\_\_

Schedule of Occupation Tax Fees for <u>Residential Rentals</u>	
Number of Rental Units	Occupation Tax Fee
1 .....	-0-
2 .....	\$ 60.00
3 .....	70.00
4 .....	80.00
5 .....	90.00
6 .....	100.00
7 .....	110.00
8 .....	120.00
9 .....	130.00
10.....	140.00
Add \$10 for each additional unit	
Schedule of Occupation Tax Fees for <u>Commercial Rentals</u>	
Number of Rental Units	Occupation Tax Fee
1 .....	\$ 60.00
2 .....	70.00
3 .....	80.00
4 .....	90.00
5 .....	100.00
6 .....	110.00
7 .....	120.00
8 .....	130.00
9 .....	140.00
10.....	150.00
Add \$10 for each additional unit	

### CALCULATION OF OCCUPATION TAX FEES FOR RENTALS

(for revenue purposes only)

1. Rentals specified below shall be subject to occupation tax fees:
  - a. Rental cottages, duplexes and other multiple dwellings.
  - b. Rentals - single family residences (2 or more).
  - c. Trailer, manufactured dwellings and other recreational vehicle spaces.
  - d. Business offices, sub-leases, retail outlets or services open to the public.
2. Number of rental units inside the city limits: \_\_\_\_\_
3. Please refer to the schedule of tax fees at the right and enter your fee here: \_\_\_\_\_
4. Delinquent penalty fee, if any (10% for renewals received after July 1<sup>st</sup>) \_\_\_\_\_
5. Amount remitted (line 3 plus line 4) \_\_\_\_\_

I hereby affirm that the information set forth above is correct to the best of my knowledge:

\_\_\_\_\_  
Signature of Owner Date

\*\*\*\*\* (Do not write below this line) \*\*\*\*\*

Receipt No. \_\_\_\_\_ Date Paid \_\_\_\_\_ Amount \_\_\_\_\_ License No. **23-** \_\_\_\_\_



We are an AA/EOE and comply with Section 504 of the Rehab. Act of 1973

"Home of the National Rooster Crowing Contest"



**INSTRUCTIONS FOR COMPLETING YOUR  
OCCUPATIONAL TAX REGISTRATION  
AND RENTAL LICENSE REGISTRATON FORMS  
(FISCAL YEAR JULY 1 THROUGH JUNE 30)**

When computing the fee for your occupation tax, we are interested in the location of your business office and the number of employees and/or business owners that are actually working within the city limits of Rogue River.

Examples:

1. Your office is located OUTSIDE of Rogue River, but you do work (sales, consulting, construction, etc.) within the city limits. What is the greatest number of employees and/or business owners inside of the city at one time? Use this as the employee count to determine the license fee in Schedule B.
2. Your office is located INSIDE of Rogue River. You do work in Rogue River and/or outside of the city limits. What is the greatest number of employees and/or business owners working? Use this as the employee count to determine the license fee Schedule A. Also, be sure to fill out the emergency contact form for the police department.

Two part-time employees may be counted as one full-time employee. If you have apprentices that do not receive compensation from you, do not count them as employees.

When computing the fee for your rental license registration, we are interested in how many units that you do NOT physically occupy and the location of your rentals.

If you are no longer doing business within the city limits of Rogue River, please return the registration form with a note stating that fact. Please be sure to include your business name, address, email and phone number to assure that your business is recorder properly.

If you no longer own rental property located in the city limits of Rogue River, please return the registration form with a note stating that fact. Please be sure to include your business name, address, email and phone number to assure that your business is recorder properly.

Please fill out your applications completely including business name, names of owners, mailing address, phone numbers, business/rental location including any suite or unit numbers, number of units, and email address.

***This original completed application MUST be RETURNED with your remittance to avoid any delay in processing your certificate or any additional fees.***

If you have any questions, please call City Hall at 541-582-4401.

Thank you for your cooperation.