CITY OF SEASIDE
989 Broadway
Seaside Oregon 97138

When there is an alleged or perceived Vacation Rental Dwelling (VRD) permit violation, the citizen/neighboring property owner is advised to contact the local responsible party/property manager for the VRD. The complainant will need to provide the VRD address and the nature of the complaint (e.g. over occupancy, parking issue, noise, trash, etc.). If they would like to be contacted concerning a response to the complaint, they will need to provide their name, address, or phone number to the local responsible party /property manager for the VRD and clearly indicated when a follow-up phone call would be appropriate. VRD contact numbers are included in the notice of decision and they are available at City Hall (503) 738-5511, the Community Development Dept. (503) 738-7100), or after hours at the Police Dept. (503) 738-6311.

Please Note: If the complaint concerns unreasonable noise, disturbing the peace, disorderly conduct, or some other non VRD specific city code infraction, the Police may be contacted directly at (503) 738-6311, or in case of an emergency, call 911.

In addition to the previously stated process; or as an alternative this Vacation Rental Dwelling Complaint Form should be completed and submitted to City Hall. It should include specific information about the complaint (e.g. nature of complaint, date & time of alleged violation, contact information, & indication if/when responsible party/ property manager was contacted.)

Once City Hall Staff receives the completed form, a copy will be forwarded to the Community Development Dept. for follow-up.

Vacation Rental Dwelling Complaint Form

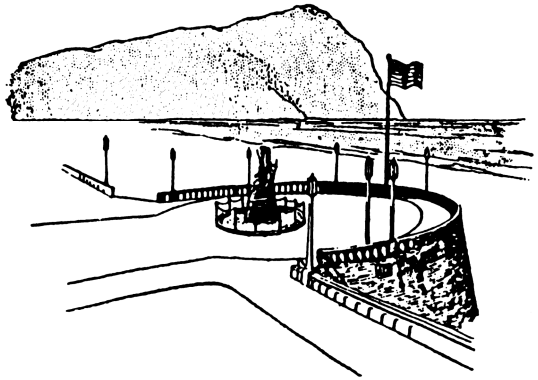
Address of the property involved in your complaint:		
Today's Date:	Day/Date of incident or action:	Time of incident:
*Name, address, e-mail and phone number of person filing complaint. (leave blank if anonymous)		
Print names, addresses and telephone numbers of any witnesses, if possible:		
Nature of complaint: (e.g. # of occupants, inaction by local contact, garbage, trespassing by occupants etc.)		
*Signature:		
Date action taken by City:		

Additional room on back

*Although anonymous complaints can be filed and acted upon, be advised you will not receive any information concerning any follow up by the city.

Further action continued:

Vacation Rental Complaint Form



The City of Seaside welcomes your:

I. CONSTRUCTIVE CRITICISM
2. SUGGESTIONS
3. COMPLAINTS
4. COMMENDATIONS
5. INFORMATION