

## **Renting-out a Recreation Cabin on the Zigzag Ranger District**

Clause 7E of the Special-Use Permit allows a permit-holder to rent-out their cabin on a very limited basis, after requesting and receiving approval from the Forest Service. The following conditions apply:

- The amount of rental income collected may equal but not exceed the permit holder's annual costs for the cabin. Annual costs include expenses for upkeep and maintenance that routinely occur on an annual basis. Any use above this level would be considered commercial use in violation of permit terms and conditions.
- In addition to meeting the income collected limit, cabins may not be rented out more than 28 days a calendar year or 6 weekends during a calendar year, whichever occurs first.
- Annual reports to the Recreation Residence Permit Administrator on rental use are required.
- Use or renting-out of the cabin for commercial purposes is not allowed.
- The cabin permit-holder shall remain the responsible party for any actions performed by individuals renting the cabin.
- The permit-holder must make application and receive authorization to rent-out the cabin prior to any renters occupying the premises. (Use Exhibit A)
- The authorization to rent-out the cabin is only valid during the calendar year in which the authorization was issued. The authorization must be renewed in subsequent calendar years in order to continue renting-out the cabin.
- After the application is approved, the permit-holder must provide the District a completed "Request for Permission to Rent" (Exhibit B) each time the home is rented.
- Exhibits A and B follow on the next pages.

For more information, please contact Greg Martin by email at [jaymartin@fs.fed.us](mailto:jaymartin@fs.fed.us) or by phone at 503-622-2031.

Please visit our website – <http://www.fs.usda.gov/mthood>. Navigate to "Highlights" on the right hand side of the page, scroll down and click on Summer Homes.

APPLICATION and AGREEMENT FOR RENTAL - (EXHIBIT A)

For the residence on Road \_\_\_\_\_, Lot \_\_\_\_\_: for the 20\_\_\_\_ calendar year, I wish to rent my recreation cabin and as a condition of this request I agree to comply with the following District policies:

- The rental will be incidental to my personal use of the residence. I will personally use the cabin for at least 15 days a year.
- The amount of rental income collected will not exceed the annual costs for the cabin. including expenses for upkeep and maintenance that routinely occur on an annual basis.
- I will provide the Forest Service a report by the end of this calendar year showing the rental income generated for the year and a list of upkeep and maintenance costs expended during the year.
- I will limit the total period of time the cabin is rented to no more than 6 weekends or 28 days per year, whichever occurs first. The days will be calculated from the information included on the Request for Permission to Rent form (Exhibit B). Partial days will count as full days.
- I will only rent the residence to persons who are seeking a recreational experience and have a full-time residence elsewhere. I will not rent the residence to persons who would use it as a place to commute to work from or as their only place of residence.
- I acknowledge that I am ultimately responsible for any actions of a renter in respect to compliance of the terms of the permit.
- I will submit a separate Request for Permission to Rent form for each occasion the cabin will be rented. This form will be submitted at least 3 working days prior to the intended occupancy of the cabin by the renter.
- I understand that the District Ranger may, at his option, withdraw permission for renting.
- Prior to occupancy of the cabin I will inform the renter of the area regulations and the conditions of my permit.
- As a condition of the rental agreement, the renter will have a copy of the Request for Permission to Rent on the premises.

As Permit Holder I agree to abide by the terms of this agreement:

\_\_\_\_\_  
Permit Holder Signature (must be listed as Holder on Permit)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Permit Holder Name (please print)

\_\_\_\_\_  
Telephone number

Mail this form to the Zigzag Ranger District, 70220 E. Highway 26, Zigzag, OR 97049 or email to [jaymartin@fs.fed.us](mailto:jaymartin@fs.fed.us) or Fax it 503-622-5622, Attn. Greg

REQUEST FOR PERMISSION TO RENT - (EXHIBIT B)

This rental is for the recreation cabin on Road \_\_\_\_\_, Lot \_\_\_\_\_.

The rental will be for the period from \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ to \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_.  
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These dates include the arrival and departure dates of the renter.

Name of Renter (print) \_\_\_\_\_

Renter's cell phone number \_\_\_\_\_

Permit Holder's Printed Name \_\_\_\_\_

Permit Holder's Signature \_\_\_\_\_

Rental of this recreation cabin is approved subject to the conditions contained in the Application and Agreement for Rental and the Recreation Residence Special-Use Permit. This approval is valid for this rental only; additional Requests must be completed for each future rental.

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