

Airbnb & City of Portland Pass Through Registration (PTR)

Step One:

- Airbnb collects data from each host and sends it to the City of Portland
- If it is a new listing: The host inputs (into Airbnb's system) all pertinent data such as name, property address, number of bedrooms to be rented, etc.
- If the host already had a listing before the PTR was live: Airbnb has already sent the City of Portland all host data.
- All new hosts who have data submitted are entered into a legal "pending" status and may begin taking guest bookings.

Step two:

- The City will review the information regarding new and existing listings provided by Airbnb and will coordinate directly with the Host to obtain any additional information necessary to determine whether to issue an ASTR permit.
- For Hosts that have a "pending" status, the City will generate a Consolidated Short-Term Rental Registration form, pre-populate the form with the Disclosed Data and indicate the information needed to complete registration, and mail it to the Hosts.
- The City will provide Hosts no fewer than 60 days from the date of mailing of the Consolidated Short-Term Rental Registration form to complete registration before issuing a permit denial.
- If the requested information is not provided within 60 days, a denial code will be sent to Airbnb.

What happens if the ASTR permit request is denied?

- If the ASTR permit application is denied, the City will inform both the Host (with a letter or email explaining the reason for the denial) and Airbnb (sending a physical or electronic copy of the letter or a denial code via email or API that indicates which denial letter the Host received). **Airbnb will remove the listing from its website within seven business days after receipt of notice from the City.**

What happens if the ASTR application is approved?

- The City will inform both the Host and Airbnb and provide them with the ASTR number and expiration date (if applicable). Airbnb will update the listing to display the ASTR permit number on the listing in a designated field within (7) seven days after the receipt of such information via API.
- (This has not happened yet as the City has not been able to process the information “passed” to them yet.)

What about renewals?

- A Host may apply to renew their ASTR permit via Airbnb's website by (a) attesting that their ASTR permit application information has not changed and that it is a renewal, or (b) by providing updated ASTR permit application information and that it is a renewal. Airbnb will send that information to the City as part of the monthly reports.
- The City will process the renewal requests and send the Host information necessary to complete the renewal.

What information does Airbnb collect for the PTR?

**On the 1st of each month, Airbnb will send data for the month immediately prior to the period ending on that date.*

- the first and last name, or business name, of the person listing the property ("Host") and the property owner or resident if different from the person listing the property;
- the Host, resident and property owner's mailing address (if different from the listing address);
- the Host, resident and property owner's phone number and email address (if different from the listing address);

What information does Airbnb collect for the PTR?

- the address of the short-term rental property;
- the application permit type;
- the number of rooms and number of guests advertised for rent in the short-term rental property;
- a description of the listing written by the Host including the listing type ("Entire place," "Private room" or "Shared room");
- the rental listing number or unique identification number for the registration submission generated by Airbnb, and the listing URL; and

What information does Airbnb collect for the PTR?

- An attestation in a form mutually agreeable to the parties that by clicking "submit," the Host has read and understands and agrees to abide by the City's applicable requirements and agrees to allow Airbnb to submit all registration information covered by this agreement to the City.
- The Host's existing permit numbers, if any. Existing permit numbers include the ASTR permit number, and may include the Host's business license number or the Host's Transient Lodging Tax registration number, if provided by the Host.
- Booking and transactional data by listing location and Host. Such data shall include the number of guests booked as provided to Airbnb, the date(s) the listing is booked, and the date and amount of the transaction booking the location/listing. Transactional data shall be updated for all listings every month.