



1201 NEO Loop Grove, Oklahoma 74344
(918) 786-6107 Fax (918) 786-8939
www.cityofgroveok.gov

**VACATION RENTAL HOME
INFORMATION FOR NEIGHBORHOOD RESIDENTS**

VRH PROPERTY OWNER INFORMATION

NAME: _____ PHONE: _____

VRH STREET ADDRESS:

Address City State Zip

VRH LOCAL CONTACT INFORMATION

NAME: _____ PHONE: _____

ADDRESS: _____
Address City State Zip

VRH contact person is available twenty-four (24) hours per day, and seven (7) days per week.

VACATION RENTAL HOME INFORMATION
FOR NEIGHBORHOOD RESIDENTS

VRH STANDARD REGULATIONS

- a. Occupancy.
 1. **MAXIMUM OVERNIGHT OCCUPANCY:** The amount of overnight occupancy shall not exceed two (2) people per bedroom, plus four (4) additional people per residence; excluding children five (5) years of age or younger.
- b. Parking.
 1. All vehicle and trailer parking shall be on-site and shall be on asphalt or concrete including driveway(s), garage(s), and carport(s).
 2. The number of vehicles and trailers that are parked outside and overnight are limited to a combined total not to exceed three (3) vehicles and three (3) trailers.
 3. Vehicles or trailers parking on grass or in the yard is prohibited.
EXCEPTION: Occupants are allowed to temporarily park vehicles on the grass and in the yard near the entrance of the VRH for loading and unloading their belongings. Temporary parking shall be limited to 30 minutes.
 4. On-Street parking of vehicles, boat/watercraft trailers or other types of trailers is prohibited.
 5. Blocking of streets, driveways or boat ramps is prohibited
- c. Noise.

Occupants and guests shall comply with city codes and shall not willfully or maliciously disturb, either by day or night, the peace and quiet of any city, neighborhood, family or person by loud or unusual noise.
- d. Trash.
 1. Owner or his/her designee shall be responsible for placement of trash containers at the curbside in a timely manner to allow trash to be collected on the scheduled pick-up day for the residence.
 2. Occupants and guests shall dispose of trash in containers provided by the Owner.

The City of Grove accepts complaints regarding violations of Vacation Rental Home (VRH) Standard Conditions; to file a complaint, follow the procedures listed below.

PROCEDURES TO FILE A VRH COMPLAINT.

1. If the complaint is of an emergency or urgent nature, call 911.
2. Non-emergency complaints shall be in writing and shall be submitted on the City of Grove Vacation Rental Homes Complaint Form.
 - a. All questions on the form must be answered. (If the name and phone number of the owner, manager or local contact person is not available, indicate 'N/A')
 - b. Complaint Form must be signed by the complainant. (Name of complainant may be released to the public upon request).
 - c. All complaints shall be submitted no later than three (3) days after the incident occurs.
3. All complaints must be substantiated for action to be taken by the city. A complaint will be considered substantiated when the following is submitted:
 - a. Photographs (if applicable) of the violation with date and time stamped; and
 - b. A report by a Grove Police Officer. (If a Grove Police Officer does not witness the violation, a written statement from the complainant must be submitted to the Grove Police Department).
4. Submit written complaints to:
City of Grove, VRH Complaints
1201 NEO Loop
Grove, OK 74344
Fax 918-786-8939