



## Short Term Rental (STR) Local Representative Responsibility & Owner Authorization

**Check One:**

- New STR
- Existing STR – Change of Property Local Contact

**STR Property Address:** \_\_\_\_\_

**Owner's Name(s) or Name of Ownership:** \_\_\_\_\_

**Designated Local Representative**

Property Management Company (if applicable): \_\_\_\_\_

Name: \_\_\_\_\_ Email Address: \_\_\_\_\_

Physical Address of Local Representative: \_\_\_\_\_

Business Hours Phone #: \_\_\_\_\_ 24-hour Phone #: \_\_\_\_\_

A copy of designated local representative's drivers license **must** be attached for address verification.

**Owner Declaration:**

Local Representative. The owner must identify and provide contact information for a local representative located within a forty-five (45) minute drive of the STR. The local representative shall be on call full time (24/7), shall have physical access to the STR, and shall be authorized to make decisions regarding the STR on behalf of the licensee. The local representative may be a property management company. It is the owner's responsibility to update this information throughout the term of the License. An owner of a STR may designate himself/herself as the representative, as long as their physical address of primary residence is within a forty-five (45) minute travel time to the registered STR's street address.

**If you have listed yourself as the designated local representative and will be renting out your entire primary residence, you certify that you will remain within a 45-minute travel time to the registered STR throughout the duration of the rental.**

I am the owner(s) of the subject property and hereby authorize the designated person listed above to assume responsibility as the local representative.

Do not type your name, print this and sign it.

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

**Representative Responsibility:**

As the local representative, and due to the language "shall be authorized to made decisions regarding the STR on behalf of the licensee," you are responsible for contacting the renters when you have been notified of a complaint. You may be contacted by the Town of Mt. Crested Butte or the Mt. Crested Butte Police Department to secure the property as needed.

Therefore, your phone number will be available to police staff, and will be listed under the STR registration and posted for renters within the interior of the STR. Your name and phone number will also be posted on the Town's website.

Do not type your name, print this and sign it.

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Representative's Signature

Printed Name

Date

**Any change of the local representative or modification of contact information must be furnished to the Town within ten (10) days of the effective date of change.**