



## Short Term Rental Guide

*Updated 3/1/2022*

If you own a property within the Town of Mt. Crested Butte and want to short-term rent (STR) your property, or part of your property, for periods of less than 30 days, you must apply for a Short-Term Rental License. **You are not allowed to STR or advertise your property to short-term rent until you have a license. Failure to have an approved and current STR license before advertising or short-term renting your property will result in a fine of \$1,000 per day.**

The cost for a new short-term rental license is \$350, per calendar year.

The annual cost to renew your short-term rental license is \$300, per calendar year.

Licenses are only valid through December 31 of the year you apply for your license. For example, if you applied in August 2022 then you will need to reapply before December 31, 2022.

### **New and renewal applications require the following documents:**

1. Proof of Property Ownership: Acceptable documentation is a copy of your Warranty Deed or latest property tax bill. No other documents will be accepted.
2. Homeowners Association Approval: If your property is governed by an HOA, you must receive written approval that your STR is permitted. Approval from your HOA board or the HOA property manager should stipulate any limiting conditions of your HOA, including approval of your parking plan. This applies to single family homes as well. Your approval letter must state your property address, including unit number, if applicable. Your HOA approval letter must be signed by your HOA president or manager and have current date.
3. Self-Compliance Affidavit: You must complete the affidavit in full. If something does not apply to you, write N/A. This document must be signed and notarized, without exception.
4. Parking Plan: All STRs must have a parking plan. The parking plan must include maximum number of available/assigned parking spaces for guests, with their locations marked on a map. The parking plan needs to be consistent with what the HOA has approved (if applicable). The onsite parking plan will be confirmed during inspection. Your guests are only allowed to have the maximum number of cars on your property at any given time, including visitors of those guests. All guests must be parked on your property and are NOT allowed to park extra vehicles on the street.
5. Local Representative Responsibility & Owner Authorization Form: Every STR must have a local representative who lives within 45 minutes of the property, can respond to phone calls 24/7, has physical access to the property, and is able to make decisions regarding the property and its guests. If you live in Gunnison Valley and rent your home, you may be your own Local Representative, but when your house is being rented, you are NOT allowed to be further than 45 minutes away from the property. If you change your local representative, you

must notify the Town within 10 days by submitting a new Local Representative Responsibility and Owner Authorization Form. A photo of the Local Representative's driver's license is required to verify this person lives within 45 minutes of the STR.

6. Good Neighbor Policy: You must read, sign, and post the document in the rental unit for guest compliance.

Once you have compiled and completed all your required documents [click here](#) to apply for your STR license. If you submit an application that is substantially incomplete, your application will be denied, and you will have to resubmit your application and pay all fees again. Substantially incomplete means you are missing or did not complete at least two (2) of the six (6) required documents.

You will pay your pillow fee when you apply for your STR License online. The pillow fee is based on the maximum number of people, or "pillows" your unit sleeps. 1 pillow = \$10. For example, if your property sleeps eight (8) people, then you'll owe \$80. You will pay the BOLF/Pillow Fee when you pay for your STR license at the end of the application. **Please note that payment via ACH bank transfer takes seven days to post, and the application will not be processed prior to the payment going through.** Credit card payments post immediately.

After you submit your STR application online you must complete the process within 60 days, including scheduling and passing your inspection. Failure to do so will result in your application being denied and you will have to reapply and pay all fees again.

## Next Steps

1. Inspections: All STRs must be inspected for compliance with STR regulations and building code. Once you have submitted your documents online and paid all license fees you will need to contact the Community Development Department at 970-349-6632 or [HSheldon@mtcb.colorado.gov](mailto:HSheldon@mtcb.colorado.gov) to schedule your inspection. Completing the inspection is required for a new application to be approved. Follow-up inspections will be conducted periodically for renewal applications.
2. Personal Property Declaration Form: If your personal property does not exceed more than \$50,000 worth of personal property, you do not need to complete this step. If your property does exceed \$50,000 of personal property, owners must complete the Personal Property Declaration Form, available on the [Gunnison County Assessor's website](#), and submit it to the Gunnison County Assessor's Office in accordance with the state statutory requirements. The town of Mt. Crested Butte does not require a copy of the personal property declaration form.
3. Sales Tax License: If you are short-term renting your unit on your own and not using a third-party rental agency (such as VRBO or Airbnb), then you must obtain a [sales tax license](#). If you currently have a sales tax license with the Town, you do not need to do anything else. If you have questions please contact Emily Wallick, Finance Assistant at (970) 349-6632 or [ewallick@mtcb.colorado.gov](mailto:ewallick@mtcb.colorado.gov).

**Once your STR license has been issued, please note the following requirements to rent your unit:**

1. Advertising Online: You must post the following to your online listing:
  - ✓ Your Mt. CB STR license number
  - ✓ Maximum pillow count
  - ✓ Number of parking spaces available for guests
  - ✓ Your listing must post a statement referring people to the Mt. CB [short-term rental webpage](https://mtcb.colorado.gov/departments-services/short-term-rentals) to find contact information for the Local Representative. This needs to be viewable prior to booking in case a community member needs to reach the Local Representative to resolve guest issues. Failure to do this will result in a \$200 fine. You can view local representative information here: <https://mtcb.colorado.gov/departments-services/short-term-rentals>.
  
2. Posting Requirements Inside Your Unit:
  - ✓ **License:** Post your STR License near the front door where your guests can see it at all times.
  - ✓ **Self-Compliance Affidavit, Approved Parking Plan, Good Neighbor Policy, and Trash Instructions** must be posted where your guests view them.
  
3. Local Representative: If you change your local representative, you must submit a new local representative form within 10 days of the change.
  
4. Maintain An Accurate Pillow Count: A reduction or increase of your pillow count first requires approval from the Town of Mt. Crested Butte to ensure it is not in violation of your HOA declarations and all beds are in an approved sleeping area. You will be required to submit a new self-compliance affidavit and possibly have your unit reinspected. A re-inspection fee is \$75.

**I acknowledge that I have read Ordinance 10, Series 2021 and the Short-Term Rental Guide and I will follow the Mt. Crested Butte Town Code.**

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**Owner's Signature**

**Date**