



## Town of Mt. Crested Butte, CO Frequently Asked Questions

### What is a Short-Term Rental (STR)?

A Short-Term Rental, also known as a vacation rental, is the rental of a legally-licensed dwelling unit for periods of less than 30 consecutive days per occurrence. A current and valid STR license issued by the Town of Mt. Crested Butte is required to advertise and short-term renting your property.

### Who needs to apply for a Short-Term Rental License?

Any property owner renting a property for a period of 30 consecutive days or less is required to apply for a Short-Term Rental License. It is the owner(s)' responsibility to know and comply with all ordinances, Town Code, and regulations that apply to short term rentals within the Town of Mt. Crested Butte.

### What if I do not obtain a Short-Term Rental License?

Renting or advertising your home for rent on a short-term basis without a license is in violation of the Town of Mt. Crested Butte Ordinance 10, Series 2021. Failure to have a current and valid STR license will result in a violation fine of \$1,000 per day.

### Is the Town working with Airbnb to collect taxes?

Yes, Airbnb collects and remits all taxes directly to the Town of Mt. Crested Butte.

### Is the Town working with VRBO to collect taxes?

Yes, VRBO collects and remits all taxes directly to the Town of Mt. Crested Butte.

### What is the Short-Term Rental Tax?

In addition to the 5% retail sales tax, there is a **2.9% excise tax** on your gross short-term rents not already remitted by an intermediary. Hotels, motels, and all Short-Term Rental properties are required to pay both taxes. Gross short-term rent includes all consideration received for occupancy including all non-optional fees (other than taxes) such as booking/reservation fees; cleaning fees; pet charges; fees for extra vehicles, people or beds; etc.; and any amounts received from Lodging intermediaries.

### When is the Short-Term Rental Tax due?

Tax payments are due on either a monthly, quarterly, or annual basis, no later than 20th of the following month. If there was no rental activity for the entire period, you are still required to submit the completed **Short-Term Rental Tax** form. The Finance Department for the Town will determine your filing frequency. Email [finance@mtcb.colorado.gov](mailto:finance@mtcb.colorado.gov) with any questions.

### How is penalty and interest calculated on late payments?

**PENALTIES:** When a tax form is late, penalty due is equal to the penalty for late payment shall be fifteen dollars (\$15.00) or ten (10) percent of the tax deficiency, whichever is greater.

**INTEREST:** When a tax form is late, interest due is equal to one-half (0.5) percent of the tax deficiency per month from the date when due, not exceeding eighteen (18) percent in the aggregate.



### **What is the cost of an STR License?**

The licensing fee for new STR license is \$350, which is valid through the calendar year. The licensing fee for the annual renewal license is \$300. There is also a \$10 per person "pillow tax fee", \$10 per person the property is advertised to sleep.

### **Does my short-term rental license apply to multiple properties?**

No. You are only allowed to short-term rent one dwelling unit per license in the Town of Mt. Crested Butte. Each STR property requires its own license.

### **Do I have to display my license?**

Yes. The STR license must be posted on or near the front door of the property. Your STR License PDF can be found in the Business Center by clicking your account name under "Manage Your Account(s)". The STR Registration Number must be posted on all online advertisements for the STR. Posting the STR license number on all online advertising is strictly enforced; failure to do so results in a \$200 violation fine. Please refer to the STR Guide for further details about posting requirements.

### **I need to close my account. What do I do?**

Please email the Short-Term Rental Officer, Heidi Sheldon at [HSheldon@mtcb.colorado.gov](mailto:HSheldon@mtcb.colorado.gov). Please include the closure date and the reason you are closing the account (sold the property, no longer short-term renting)

### **How do I amend a return?**

Please email Emily Wallick at [finance@mtcb.colorado.gov](mailto:finance@mtcb.colorado.gov) letting us know you need to file an amended return. In the email please include:

- 1) Your six digit registration/account number, and owner name
- 2) Period you need to amend (i.e. Q2 2022 form due April 30th)
- 3) If you overpaid or underpaid your original form
- 4) Brief explanation as to why the form needs to be amended

Once we receive this email, we will review your account and send you further instructions.

### **What types of assistance can MUNIREvs provide to me?**

MUNIREvs can assist you with all your system and account questions. Whether you have a question about your account or technical questions about how to do something in MUNIREvs, please reach out to our support team. We can always reach out to the Town on your behalf if we need their assistance with one of your questions. You can reach MUNIREvs at [support@munirevs.com](mailto:support@munirevs.com) and by phone at (888) 751-1911.

### **Where are my tax forms? My Action Center is empty.**

Your tax forms will be available on the 1st day of the month following the last day of the tax period. For example, the Quarter 1 (January-March) tax forms will be available in your Action Center on April 1<sup>st</sup>. If you do not see the forms you expected, simply contact MUNIREvs support for assistance.

### **Can I manage multiple properties with one login?**

Yes - to do so, click Add accounts from your user login under Manage Your Account(s). You will need your 6 digit Account Number and the LODGINGRevs Activation Code to connect to an existing property record.



### **Can a property have more than one user?**

Yes, each property can have an unlimited number of users. Each user is required to provide the 6 digit Account Number and the Activation Code to be authorized to connect to an existing property record.

### **I did not receive, or I misplaced the letter with my activation code. What do I do?**

Contact MUNIRevs [support@munirevs.com](mailto:support@munirevs.com) or by phone at (888) 751-1911 for assistance. You will need to confirm account details to be verified for the account. To protect the security on property accounts, you will need written (e-mail) permission from a registered owner or officer of the property for us to provide you with a new activation code.

### **Can I file a Zero File tax return through MUNIRevs?**

To file a zero file tax form, select your tax form from your Action Center. Then, complete the required information on the remittance, including Gross Rents and any deductions. You will be prompted to confirm your desire to complete the return as a Zero File return.

### **What payment types are accepted by the Town through MUNIRevs?**

The Town accepts ACH Debit, or e-check as well as the following major credit cards: Visa, Mastercard, American Express, and Discover.

### **Can I schedule a payment in MUNIRevs?**

For your security, MUNIRevs does not store any payment information in the system. You will need to enter your desired payment information each time you check out.

### **How do I change the User on a Property?**

All users need to register, just as you did, by going to the home page for that jurisdiction (i.e. <https://pearlandtx.munirevs.com>). They will click on the "Go" button under "New Users". They will also need the 6 digit account number and Activation Code for the property.

### **I forgot my password. What do I do?**

From the Log In page, click the "Forgot your password" link and follow the instructions that will be e-mailed to the User's registered e-mail address.

### **Do I have to login to MUNIRevs to see my alerts and reminders?**

No. All alerts are e-mailed to your authenticated e-mail address. When you login to the system, you will also see any open alerts that need to be addressed in your Action Center.

For Assistance, Contact  
MUNIRevs Support  
[support@munirevs.com](mailto:support@munirevs.com)  
(888) 751-1911

**When contacting support, be sure to include the jurisdiction (Town of Mt Crested Butte) and your account number in all emails or voicemails. This will help us assist you as promptly as possible. Thanks!**