



Short Term Rental Local Representative Responsibility & Owner Authorization Form

Check One:

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

STR Property Address: _____

STR Property Unit Number: _____

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 driver's license must be provided for address verification.

Property Owner Requirements:

The owner must identify and provide contact information for a local representative located within a forty-five (45) minute drive of the STR property. The local representative shall be on-call full time (24/7) while renters are in-house, 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 will address all guest and town complaints within 45 minutes of being notified of the complaint. 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 an STR may designate himself/herself as the representative if 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 residence, you certify that you will remain within a 45-minute travel time to the registered STR throughout the duration of all rentals.**

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

Owner Signature

Printed Name

Date

Local Representative Responsibility Requirements:

As the local representative, and due to the language “shall be authorized to make decisions regarding the STR on behalf of the licensee,” you are responsible for addressing a property emergency and any guest caused issues within 45 minutes of receiving 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. You may be contacted by residents who are having issues with the STR guests. Therefore, your phone number will be available to Town and police staff, 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 to the online STR Directory on the Town’s website so the community can reach you in case of emergency or guest caused issue.

I agree to meet the Local Representative Responsibility requirements.

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. Failure to notify Town within ten (10) days of when a change in Local Representation is made could result in suspension or revocation of the STR license.