



## Short Term Rental Guide

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 short-term rent 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 up to \$1,000 per day.**

The cost for a new short-term rental license is \$275 per calendar year.  
The annual cost to renew your short-term rental license is \$200 per calendar year.

Licenses are only valid through December 31 of the year you apply for your license.

### **New applications require the following:**

1. [STR Guide](#): Please read, then sign and date this STR guide, acknowledging you understand the licensing requirements.
2. [Proof of Property Ownership](#): Acceptable documentation is a copy of your Warranty Deed or latest property tax bill. No other documents will be accepted.
3. [Self-Compliance Affidavit](#): You and your property must comply with all terms on the self-compliance affidavit. Compliance will be verified during the property inspection and monitored by Town Staff. Any violation of the terms in the affidavit could result in suspension or revocation of the STR License.
4. [Parking Plan](#): All STRs must have a parking plan. The parking plan must include the maximum number of available/assigned parking spaces for guests. The onsite parking plan will be verified during the property 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. If your property is governed

by an HOA, you will need to submit a parking plan that has been approved by your HOA. [Click here](#) for the HOA Parking Plan Form that your HOA can complete. A formal approval letter signed by the HOA president or manager clearly detailing parking will also be accepted. **For single family homes**, the parking plan must be a diagram or map with the parking locations notated. The parking plan needs to be consistent throughout the year; you can't have one parking plan for the summer and another for the winter.

5. [Local Representative Responsibility & Owner Authorization Form](#): Every STR must have a local representative available 24/7 while guests are in-house to address a property emergency or guest caused issue. The local representative must live within 45 minutes of the property, respond to phone calls 24/7, have physical access to the property, and be able to make decisions regarding the property and its guests. If you live in Gunnison Valley and rent your property, you may be your own Local Representative, but when your property 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 or [Affidavit of Residency](#) is required to verify this person lives within 45 minutes of the STR. The Local Representative can be a property management company.
6. [Good Neighbor Policy](#): You must read, sign, and post the document in the rental property for guest compliance. It is the responsibility of the licensee to educate guests about the good neighbor policy they are expected to abide by during their stay. Violations of the good neighbor policy could result in suspension or revocation of the STR license.
7. [Occupancy Fee](#): The occupancy fee is based on the maximum number of people you advertise the property sleeps. The occupancy fee is \$10 per person. For example, if your property is advertising sleeping for eight (8) people, then the fee is \$80. You will pay the occupancy fee along with your STR license fee at the end of the application.

**\*\*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 did not complete at least two (2) of the six (6) required documents properly. \*\***

Please note that applications will be processed once all documentation has been submitted and the payment has been received.

## Directions on How to Apply for STR License:

Please email the following information to Heidi Sheldon,  
[HSheldon@mtcb.colorado.gov](mailto:HSheldon@mtcb.colorado.gov).

1. Property owner's name
2. Property owner's mailing address
3. STR Property Address in Mt. Crested Butte
4. Proof of Ownership Document (Warrantee Deed or latest Tax statement)

You will be provided with your account number, activation code, and directions on how to register in the STR licensing software system, MUNIRevs. Once the registration is complete and you have linked your property to your account, there will be a link for the STR license application under "Open Tasks".

Your application will be reviewed after submission, and Town staff will reach out via email to confirm a date and time for the property inspection. Additional information and documentation may be requested.

## Additional Details:

1. Inspections: All properties must be inspected for compliance with STR regulations, Town code, and building code. Please refer to the self-compliance affidavit for a list of what is required for the property to pass the inspection. Completing the inspection is required for a new application to be approved. STR properties are subject to Periodic Life Safety Inspections which can be conducted at any point in time.
2. Sales, Lodging/Excise Tax: The STR licensee shall be responsible for the collection and submission of all taxes in compliance with state, county, and local law, and remit taxes to the proper taxing authority. [Click here](#) to review Town's lodging tax collection policies. Town sales and lodging/excise taxes are paid through your MUNIRevs account.

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

1. Advertising Online Posting Requirements:
  - ✓ Your Mt. CB STR license number
  - ✓ Maximum number of occupants
  - ✓ Number of parking spaces available for guests
  - ✓ Your listing must post a statement referring people to the Mt. Crested Butte [short-term rental webpage](#) 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 or a

property emergency. Sample Statement: “For Emergency Contact/Local Representative contact information, go to the Town of Mt Crested Butte website and navigate to the Short-Term Rental page.” You can view the local representative directory here: <https://mtcb.munirevs.com/business-list/?cityid=322>

**\*\* Failure to post all required information to all online listings will result in a \$200 fine\*\***

2. Posting Requirements Inside Your Property:
  - ✓ **License:** Post your STR License near the front door of the STR property.
  - ✓ **Self-Compliance Affidavit, Approved Parking Plan, Good Neighbor Policy, and Trash Instructions** must be posted where your guests can access them, such as in a Welcome Binder.
  
3. Local Representative: If you change your local representative, you must submit a new local representative form within 10 days of the change. Please complete the [Local Representative Responsibility & Owner Authorization Form](#) and email it to [HSheldon@mtcb.colorado.gov](mailto:HSheldon@mtcb.colorado.gov). Include a copy of the Local Representative driver’s license. A copy of the driver’s license is required to verify the Local Representative lives within 45 minutes of the property and can respond to a property emergency or guest caused issue. **Failure to update your update your Local Representative within 10 days of when a change is made could result in the suspension or revocation of the STR license.**
  
4. Change in Number of Occupants: An increase in the number of occupants 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, pay additional occupancy fee, and possibly have your property reinspected. A re-inspection fee is \$75.

**I acknowledge that I have read [Chapter 11 Article II](#) of the Mt. Crested Butte Town Code, the Short-Term Rental Guide and understand what is required of me and property as a short term rental owner.**

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**Owner’s Signature**

**Date**