



Short Term Rental Renewal Guide

If you own a property within the Town of Mt. Crested Butte and want to continue advertising or short-term renting your property, or part of your property, for the following year, you must complete a Short-Term Rental (STR) Renewal Application. Renewal applications are due 60 days prior to the expiration of the current STR license. Renewal applications are to be submitted between August 1st and November 2nd. If you do not renew your STR license during the renewal time frame, you will need to complete a new STR license application and property inspection to advertise or short-term rent your property over the following year.

Your current STR license will expire on December 31. If you fail to renew your STR license and are ADVERTISING or Short-Term Renting your property without a current and valid license starting January 1, you are subject to a violation fine of up to \$1,000 per day of violation.

The annual cost to renew your short-term rental license is \$200, per calendar year. The cost for a new short-term rental license is \$275, per calendar year. STR licenses are valid through the calendar year.

Renewal applications require the following:

1. Renewal Guide: Please read, then sign and date this renewal guide, acknowledging you understand the STR licensing requirements.
2. Self-Compliance Affidavit: You and your property must comply with all terms on the self-compliance affidavit. Compliance will be monitored by Town staff. Any violation of the terms in the affidavit could result in suspension or revocation of the STR License.
3. 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 the property is advertised to sleep. 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.

Directions on How to Apply for STR Renewal License:

1. Log into your STR License account, mtcb.munirevs.com
2. There will be a pending task to complete the STR Renewal Application in your Business Center. Click on the link.
3. The online application will require the following:
 - a. Complete the application page (basic contact and STR property information)
 - b. Sign and date, then submit this Renewal Guide (fillable PDF, electronic completion acceptable)
 - c. Complete in full, then submit your self-compliance affidavit (fillable PDF, electronic completion acceptable)
 - d. Pay your license fee and occupancy fee at the end.

Additional Details:

1. Inspections: STR properties are subject to Periodic Life Safety Inspections which can be conducted at any point in time. You will be contacted via email if a Periodic Life Safety Inspection is required at your property.
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.

Online Advertising will be reviewed to verify the following required information is posted. Your STR Renewal Application will not be approved, and violation fines will be issued unless all the required information is posted to all online listings for 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****

Once your STR Renewal Application has been approved, you will be emailed confirmation and directions on how to access your new STR License in your account. You will need to replace your former STR license with your new STR license. The new self-compliance affidavit will need to be posted where guests have access to it (like in a welcome binder).

Posting Requirements Inside Your Unit:

- ✓ **License:** Post your STR License near the front door of the STR property.
- ✓ **Current 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.

Other Items to Note:

1. 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. 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.**
2. 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.

Owner’s Signature

Date