



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. STR Renewal applications will be available on the Town of Mt. Crested Butte website, Short-Term Rental Page from September 1st to December 1st. If you do not renew your STR license during this time frame, you will need to complete a new STR license application and property inspection in December to advertise or short-term rent your property over the following year.

Your current STR license will expire on December 31st. 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 1st, you are subject to a violation fine of \$1,000 per day of violation.

The annual cost to renew your short-term rental license is \$300, per calendar year.
The cost for a new short-term rental license is \$350, per calendar year.

The STR license will be valid through the following calendar year.

Renewal applications require the following:

1. **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.
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**. Fillable PDF HOA approval form available on the Town of Mt. Crested Butte Website.
3. **Pillow Fee:** You will pay your pillow fee when you apply for your STR Renewal 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 renewal license at the end of the application.

Once you have compiled and completed the required documents [click here](#) to apply for your STR Renewal license.

After you submit your STR application online, the Short-Term Rental Officer will review and let you know if anything needs to be addressed or corrected for you renewal application to be approved. Due to high



volume or renewal applications being submitted during renewal season, it could be 1-3 weeks before your renewal application is processed and approved.

Other Details:

1. **Inspections:** STR properties are subject to Periodic Life Safety Inspection 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. **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 (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.

Online Advertising will be reviewed to verify the following required information is posted. Your STR Renewal Application will not be approved unless all the required information is posted to all online listings for your property.

Advertising Online: You must post the following to your online listings:

- ✓ Your Mt. CB STR license number *****Your STR license number will change for 2023 due to change in STR licensing software. You must update your License number on all online listings for your renewal application to be approved*****
- ✓ Maximum pillow count
- ✓ Number of parking spaces available for guests. This must be consistent with what the HOA has approved (if applicable).
- ✓ Your listing must post a statement referring people to the Mt. CB [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. 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 local representative information here: <https://mtcb.colorado.gov/departments-services/short-term-rentals>.



Once your STR Renewal Application has been approved, you will be emailed your new STR License. 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 new STR License near the front door where your guests can see it at all times.
- ✓ **Current Self-Compliance Affidavit, Approved Parking Plan, Good Neighbor Policy, and Trash Instructions** must be posted where your guests view them, like in a Welcome Binder.

Other Items to Note and Address if Applicable:

1. Local Representative Change: 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 photo of the Local Representative driver's license. The photo of the driver's license is required to verify the Local Representative lives within 45 minutes of the property and can respond to an emergency or guest caused issue.
2. 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.

Owner's Signature

Date