



## 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. 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.

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

### Renewal applications require the following:

1. [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.
2. [Occupational Fee](#): You will pay the occupational fee when you apply for your STR License online. The occupational fee is based on the maximum number of people you advertise the property sleeps. The occupational 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 occupational 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](http://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 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)
  - c. Sign and date, then submit your self-compliance affidavit (fillable PDF)
  - d. Pay your license fee and occupational 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 and Excise Tax: Airbnb and VRBO collects and remits taxes directly to the Town of Mt. Crested Butte. Taxes for any direct bookings and bookings taken through other websites (Flipkey, Booking.com, etc.) will need to be remitted by completing the Lodging Tax Return Form through your STR license account. If your property is managed by a property manager, the property manager will file the taxes on your behalf. If you do not have a property manager or you manage your online listings, you will be responsible to remitt your taxes for all reservations taken outside of Airbnb and VRBO. A zero-tax return can be submitted if there are no taxes to remit. The tax filing frequency for those who only rent through Airbnb and/or VRBO can be set to annual or quarterly tax remittance, instead of monthly.

Also, for any reservations not booked through Airbnb or VRBO you will need to contact the State of Colorado to set up an account with them for the collection of all the other taxes that are not in Mt. Crested Butte.

- Required Sales Tax Amounts and Entities:
  - 5% - Mt. Crested Butte Sales Tax
  - 2.9% - Mt. Crested Butte Excise Tax
  - 4% - Gunnison County Local Marketing District Tax
  - 2.9% - State of Colorado Sales Tax
  - 1% - Gunnison County Sales Tax
  - 1% - RTA Special District Tax

**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.**

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. 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 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 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 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.

**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](mailto: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. 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**