



LICENSE RENEWAL FOR A SHORT-TERM RENTAL (STR)/LODGING FACILITY

COMMUNITY DEVELOPMENT | PLANNING

This form is used to renew an existing Short-term Rental (STR)/Lodging Facility license in unincorporated Larimer County.

LARIMER COUNTY LICENSE NUMBER

What is the License Number?

This is the Larimer County approval number and must be used in all advertising. The license number is in this format: **XX-ZONEXXXX** or **XX-NCDXXXX**

OWNER INFORMATION

OWNER INFORMATION MUST MATCH THE ASSESSOR'S RECORDS (<https://www.larimer.gov/assessor/search#/property/>)
ADDITIONAL OWNER INFORMATION SECTIONS CAN BE FOUND AT THE END OF THIS FORM

Owner Name:

Owner Mailing Address:

Owner Phone Number:

Owner Email:

PROPERTY MANAGER INFORMATION

Property Manager Name:

Property Management Company (if applicable):

Property Manager Address:

Property Manager Phone Number:

Property Manager Email Address:

☐ I understand that the Property Manager's contact information (name and phone number) shall be posted in a publicly available database.

Please visit <https://www.larimer.gov/short-term-rentals> for additional information.

LOCATION OF RENTAL PROPERTY (PLEASE READ CAREFULLY)

ALL SHORT-TERM RENTALS/LODGING FACILITIES COMPLETE THIS SECTION

☐ I understand that the Property Manager must be able to affirmatively respond to complaints **within an hour** of notification of such complaint. Failure of a Property Manager to affirmatively respond to a complaint and attempt to resolve such complaint within an hour of notification shall be considered a violation of the Second Amended Larimer County Ordinance for Implementation and Enforcement of Short-Term Rental Regulations ("Ordinance").

Please visit <https://www.larimer.gov/short-term-rentals> for additional information.

ONLY SHORT-TERM RENTALS/LODGING FACILITIES OUTSIDE THE ESTES VALLEY COMPLETE THIS SECTION

☐ The Property Manager is located within one hour or less travel distance from the STR/Lodging Facility.

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ACCESS AND ASSUMPTION OF MANAGEMENT

- ☐ I understand that the Property Manager shall have access and authority to assume management of the Short-term Rental/Lodging Facility and take remedial measures and to accept service on behalf of the owner. The Property Manager shall be available 24 hours per day, 7 days per week to respond to complaints, issues of concern, and violations related to the Ordinance.

Please visit <https://www.larimer.gov/short-term-rentals> for additional information.

VERIFICATION OF PROPERTY MANAGER INFORMATION

REMINDER: The Owner and/or Property Manager shall be responsible to provide the Property Manager's contact information to all neighbors within the approval distance of the Short-term Rental/Lodging Facility. Proof of such shall be provided to the County within ten (10) days of license issuance and/or a Change in Property Manager information.

- ☐ I understand that the Ordinance requires that the Owner and Property Manager are responsible to provide the Property Manager's contact information to all neighbors within the approval distance of the Short-term Rental/Lodging Facility.
- ☐ I understand that proof of such must be provided to the Larimer County Community Development office within 10 days of the change.
- ☐ I attest that I have provided the Property Manager's contact information to all neighbors within the approval distance of the Short-term Rental/Lodging Facility and that returning this form shall be considered as proof of completion.

AFFIRMATIONS

- ☐ I have read the Second Amended Larimer County Ordinance for Implementation and Enforcement of Short-Term Rental Regulations, the current version of which is posted on the following website: <https://www.larimer.gov/short-term-rentals>
- ☐ I agree to abide by the current Second Amended Larimer County Ordinance for Implementation and Enforcement of Short-Term Rental Regulations.
- ☐ I understand that I am required to renew the license every two years and pay the required \$250.00 fee.
- ☐ I understand that I will receive correspondence electronically and I will keep my contact information updated.
- ☐ I certify that I am either the lawful owner of the parcel of land that this license renewal applies to, that I am eligible to sign on behalf of the LLC, Trust, Individual or Entity that owns the property, or that I am the designated Property Manager authorized to assume management and accept service on behalf of the owner.
- ☐ I hereby permit county officials to enter upon the property for the purposes of inspection relating to the license.

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SIGNATURE	
<div><div></div><div>Printed Name</div></div>	<div>I am signing this form as (check all that apply):</div> <div><div>☐</div>Property Owner</div>
<div><div></div><div>Signature (electronic signatures accepted)</div></div>	<div><div>☐</div>Property Manager</div>
<div><div></div><div>Date</div></div>	
<div>I approve the use of my electronic signature, which shall be governed by the Uniform Electronic Transactions Act, C.R.S. §24-71.3-101 et seq. If this Contract is electronically signed it (a) is considered a “writing” or “in writing,” (b) is deemed for all purposes as physically “signed,” (c) is deemed an “original” when printed or copied from electronic files or records established and maintained in the normal course of business, and (d) satisfies any legal formalities requiring that agreements be in writing. Neither party will contest the admissibility of copies (or printed versions) of this Agreement under either the business records exception to the hearsay rule, the best evidence rule or otherwise on the basis that the Agreement was originated, signed or maintained in electronic form.</div>	



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ADDITIONAL OWNER INFORMATION

Please use this page to add any additional owners of the Short-term Rental /Lodging Facility. As a reminder, **owner information must match the Assessor’s records** (<https://www.larimer.gov/assessor/search#/property/>)

OWNER INFORMATION

Owner Name:

Owner Mailing Address:

Owner Phone Number:

Owner Email:

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