



# CHANGE OF PROPERTY MANAGER

COMMUNITY DEVELOPMENT | PLANNING

This form is used to inform Larimer County of a change of Property Manager for an existing Short-Term Rental (STR) in unincorporated Larimer County, and to verify that neighbors within the approval distance of the STR have been notified of the change in Property Manager.

## 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**  
(Example: 21-ZONE9999 or 20-NCD9999)

## NEW PROPERTY MANAGER INFORMATION

Name of Property Manager:

Property Management Company (if applicable):

Property Manager Address:

Property Manager Phone Number:

Property Manager Email:

☐

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 COMPLETE THIS SECTION

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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 OUTSIDE THE ESTES VALLEY COMPLETE THIS SECTION

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The Property Manager is located within one hour or less travel distance from the Short-Term Rental.

*Form continues on next page*



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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 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

Owner and 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. 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 rental.
- ☐ 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 and that returning this form shall be considered as proof of completion.

## SIGNATURE

I am signing this form as (check all that apply):

\_\_\_\_\_  
Printed Name

☐ Property Owner

☐ Property Manager

\_\_\_\_\_  
Signature (electronic signatures accepted)

\_\_\_\_\_  
Date

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.

Please submit completed form to [planningCIRT@larimer.org](mailto:planningCIRT@larimer.org)