



## Short-Term Rental FAQs

**What is a Short-Term Rental (STR)?** A short-term rental is a residential dwelling unit, or any room therein that is rented for periods of less than 30 consecutive days.

**Is my property within the Town limits of Silverthorne?** To determine whether your property is in Silverthorne, unincorporated Summit County, or another municipality, visit the Summit County Assessor's website: <http://gis.summitcountyco.gov/Map/> Then type in your property.

Unincorporated sections of Silverthorne will not fall under the Town of Silverthorne's ordinance, but instead will fall under Summit County's regulations. Please be aware that the towns of Silverthorne, Breckenridge, Dillon and Frisco created Short Term Rental regulations in conjunction with each other and the county so regulations will be similar. Unincorporated sections are still responsible for remitting taxes to the state and county.

**How do I apply for a STR license?** The application and associated forms are available at:

<https://www.silverthorne.org/str>

**What do I need to do to apply for a STR License?**

- Complete the Application for a Short-Term Rental License
- Complete and Notarize the Short-Term Rental Self-Compliance Affidavit
- Complete the Short-Term Rental Registered Agent & Owner Authorization Form
- Read and Sign the Good Neighbor Guidelines
- Submit all documents above to the Town along with payment for the STR License

**What taxes do I need to collect on my rentals?**

***The total combined tax rate to collect on your short term rental sales is 10.375%***

- **Town of Silverthorne – 4% (2% sales tax and 2% lodging tax)**
- State of Colorado – 2.9%
- Summit County – 2.0%
- Summit County Transit tax – 0.75%
- Summit Combined Housing Authority– 0.725%

**Where do I submit my monthly or quarterly taxes?**

- **Town of Silverthorne Sales and Lodging Tax can be filed and paid at:**
  - [www.Xpress BillPay.com](http://www.XpressBillPay.com)
- State Sales Tax & Summit County: The Colorado Department of Revenue collects state and county taxes. The Secretary of State issues trade names and can be reached at 855-428-3555 or visit them online. State application forms and general information for conducting business in Colorado is available by calling 303-238-7378. Colorado Business Registration forms, CR100, and instructions are available on the state's website.

**When does the ordinance go into effect?**

The ordinance went into effect on October 24, 2018 after Town Council's second reading.

**If I currently have a business license for Short Term Rentals when do I have to be compliant with the new ordinance?**

Existing business license holders have until January 1, 2019 to be compliant with the new ordinance. Applying in advance for a Short Term Rental license is strongly encouraged.

**What are the fees?**

- Studio - \$100
- One Bedroom - \$150
- Two Bedrooms - \$200
- Three Bedrooms - \$250
- Four or more Bedrooms - \$300

**Are the fees prorated if Short Term Rental is applied for later in the year?**

No. The fees are fixed regardless of license application/issue date(s).

**Is my Short Term Rental license transferrable when property transfers?**

No. The new owner must complete an application for a Short Term Rental license. A Short Term Rental is uniquely tied to an individual property and owner.

**I already paid for a business license why do I have to pay for another license?**

A valid Short Term Rental unit license is required for each Short Term Rental property in the town. Prior to the adoption of the ordinance on October 24, 2018 Short Term Rental property owners were required to obtain a business license for Short Term Rental properties. Those business licenses will expire on December 31, 2018. Business licenses for those properties will not be renewed for 2019 and all Short Term Rental property owners will be required to apply for a Short Term Rental license.

**What if my property is a duplex?** If your property is part of a duplex unit, you are required to provide a copy of the short-term rental application and a notice of intent to rent your unit to the adjoining property owner. A copy of the notice and proof of mailing will be required during the STR application process.

**Do I need a Short Term Rental license if I hire a property management company?**

Yes. The Short Term Rental license is to allow the property owner to operate in the lodging business. The property management company would possess a business license to provide property management services.

**Why do I have to hire someone to manage my property?**

A property owner is not required to hire an individual or company to serve as a responsible agent. The responsible agent needs to be available to respond to issues with the property.

**Can I rent my property as an STR if I am in a homeowners' association?** If your property is subject to a homeowners' association or private covenant, you should verify that your residence is allowed to operate as a short-term rental. You should also determine if there are any restrictions or requirements that your association may require prior to applying for your STR license. During the application process, you will be asked to verify if you are subject to a homeowners' association or private covenant and to state if you do not need approval or have received approval to operate as a short-term rental.

**Are there any requirements on advertising the property?** The current ordinance requires that you post your Town of Silverthorne Short-Term Rental Unit License Number on all advertising (print, online, etc.), and that it be located after the description of the property.

**Do I renew my existing business license for my short-term rental?** The Short Term Rental License will take the place of the regular business license. Beginning in November, the new application and documents will be available for submittal. We highly suggest applying for the license in November to give yourself ample time to be in compliance prior to January 1, 2019.

**When do the new regulations begin?** The new requirements will begin on January 1, 2019, and will

require that you have a valid Short-Term Rental (STR) License issued to you by that date.

**Are there any restrictions or zones where a short-term rental can be located?** There are no current regulations in place limiting the location of a short-term rental.

**How can I find out if my neighbor is operating a licensed short term rental?** Currently, that information is not available online, but we will be making the list of licensed STR's available after January 1, 2019. In the meantime, you can email [STR@silverthorne.org](mailto:STR@silverthorne.org)

**How do I complain about a Short Term Rental?** The Town is working with a third party company (STR Helper) to establish a hotline to take these calls 24/7. Until then, please call police dispatch at 970-668-8600 for non-emergency issues such as noise, parking, pet/animal, or other code violations. As always, call 911 if you have an emergency.

**Where can I find more information about the new rules and regulations for short term rentals located in Silverthorne?** Visit our website at [www.silverthorne.org](http://www.silverthorne.org)

**Still have questions?** Contact: [STR@silverthorne.org](mailto:STR@silverthorne.org)