



## Short-Term Rental Licensing Guide

If you are the owner of a property located in the Town limits of Silverthorne and you are renting your home or a part of your home for periods of less than 30 consecutive days, you are operating a short-term rental and need to apply for a Short Term Rental License.

As an owner of a short-term rental property, you are required to obtain a Short Term Rental License and remit taxes on the gross sales received from your rental.

- Read the Short-Term Rental Regulations set forth in Section 1-16 of the Silverthorne Town Code.
- Obtain a Short-Term Rental License from the Town of Silverthorne
  - Complete the Application for a Short-Term Rental License Form
  - Complete and Notarize the Short-Term Rental Self-Compliance Affidavit
  - Complete the Short-Term Rental Responsible Agent & Owner Authorization Form
  - Read and Sign the Good Neighbor Guidelines
  - Provide property listing information for all sites utilized (AirBnb, VRBO, HomeAway, etc.)
  - Submit application documents and application fee as determined by the number of bedrooms available to rent (see application form) to the Town of Silverthorne at:
    - Silverthorne Town Hall
    - ATTN: STR Licensing
    - P.O. Box 1309
    - 601 Center Circle
    - Silverthorne. CO 80498
- Collect and Remit the Proper Taxes to the Correct Authority. The total tax rate in Silverthorne for lodging sales is 10.375%
  - Town of Silverthorne – 4% (2% sales tax and 2% lodging tax)-remit to the Town
  - State of Colorado – 2.9%
  - Summit County – 2.0%
  - Summit County Transit tax – 0.75%
  - Summit Combined Housing Authority– 0.725%

}

Remit to the  
State of Colorado
- Complete a Personal Property Declaration Form available on the Summit County Assessor's Office website and submit it to the Summit County Assessor's Office. Colorado Statute requires anyone who owns a business or rents their residential property on a short or long term basis to declare their business equipment or residential rental furnishings.
- Post your Short-Term Rental License Number on all advertising (print, online, etc.)
- Verify that all of the life-safety requirements required are in place at your property.
- Review your Homeowner's Insurance Policy to ensure you have the coverage appropriate for the use of the property as a short-term rental.
- Ensure that Short Term Rentals are permitted by your Homeowners' Association (if applicable).

Questions? Contact: [str@silverthorne.org](mailto:str@silverthorne.org)



## Short-Term Rental License Application

**STR Property Address:** \_\_\_\_\_

Check One:  New STR  Existing STR – License Number: \_\_\_\_\_

**Is this property a deed restricted workforce housing unit?**  Yes  No

**Name of neighborhood, condominium association, and/or homeowner's association(s):** \_\_\_\_\_

**Is the property subject to a homeowners' association or private covenant?**  Yes  No

If Yes, please select a statement below that applies to the property:

- The property is subject to a homeowners' association (HOA) or private covenant and the operation of a short-term rental does not require approval by the HOA or covenant beneficiary.
- The property is subject to a homeowners' association (HOA) or private covenant and the operation of a short-term rental has been approved by the HOA or covenant beneficiary.

**Type of Ownership:**  Sole Proprietor  Partnership  Corporation or LLC  Other \_\_\_\_\_

Owner's Name(s) or Name of Ownership: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Zip: \_\_\_\_\_

Preferred Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

If Corporation or LLC – Registered Agent (*on record with the Colorado Secretary of State*): \_\_\_\_\_

FEIN# \_\_\_\_\_

**Name of Person or Entity Preparing Town of Silverthorne Sales & Lodging Tax Return:**

\_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Colorado Sales Tax license number: \_\_\_\_\_

**Select the hosting platform(s) or website(s) on which the property is advertised:**

- Air B&B  VRBO  HomeAway  TripAdvisor  FlipKey  Vacasa  Evolve
- Other \_\_\_\_\_  Other \_\_\_\_\_  Other \_\_\_\_\_  Other \_\_\_\_\_

**Select the type of rental that this property is offered as:**

- Studio  One Bedroom  Two Bedroom  Three Bedroom  Four or More bedrooms

**Based on the above, include payment for the License Fee as follows:**

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

## Self-Compliance Affidavit

Please Note: All statements listed below must be initialed.  
Failure to initial any questions will delay your License

**Occupancy:** Occupancy limits of 2 per bedroom, plus 2 will be adhered to and appropriately listed in rental advertisements.

Number of Bedrooms: \_\_\_\_\_ Total Overnight Occupancy Advertised: \_\_\_\_\_

*Note: the number of bedrooms should correspond to the information available on the County Assessor's Office website.*

### Health & Life Safety Standards:

\_\_\_\_\_ Buildings, structures or rooms shall not be used for purposes other than those for which they were designed or intended.

\_\_\_\_\_ Roofs, floors, walls, foundations, ceilings, stairs, handrails, guardrails, doors, porches, all other structural components and all appurtenances thereto shall be capable of resisting any and all forces and loads to which they may be normally subjected, and shall be kept in sound condition and in good repair

\_\_\_\_\_ The street address, License number, Responsible Agent and property owner contact information is posted conspicuously in the interior of the property.

\_\_\_\_\_ Smoke detectors, carbon monoxide detectors, and fire extinguishers have been installed and are operable, and all wood-burning fireplaces and stoves shall be cleaned on an annual basis. Proof of inspection and cleaning for the current year is required to be available upon request.

\_\_\_\_\_ Occupancy of a Short Term Rental Property shall not be more than two persons per bedroom plus two.

\_\_\_\_\_ An operable toilet, sink, and either a bathtub or shower is located within the same building, and every room containing a toilet or bathtub/shower shall be completely enclosed by walls, doors, or windows that will afford sufficient privacy.

\_\_\_\_\_ Electrical panels are clearly labeled.

\_\_\_\_\_ Outdoor Fires – Outdoor fireplaces have been permitted and inspected by the applicable fire district. The use of portable outdoor fireplaces is prohibited

\_\_\_\_\_ There are a sufficient number of trash receptacles to accommodate all trash generated by those occupying the Short Term Rental Property, and instructions on outdoor trash containers, storage, pickup locations, and times are posted within the unit.

\_\_\_\_\_ All pet owners must maintain control of their animals including abiding by leash laws, cleaning up pet waste, and preventing excess noise which may cause a nuisance.

**Requirement of Short Term Rentals in a Duplex:**

\_\_\_\_\_ A copy of the written notice provided to the Owner of the adjoining residential unit sent to the last known address.

**Steps to Mitigate Community Impacts:**

\_\_\_\_\_ Renters will be informed that on-street parking is not allowed.

\_\_\_\_\_ Adequate parking spaces will be provided for renter's use in accordance with the Short Term Rental Licensing Ordinance.

\_\_\_\_\_ Renters will be informed of the noise ordinance. No excessive or unreasonable noise will be permitted at any time.

\_\_\_\_\_ A sufficient number of trash and recycling receptacles will be provided to accommodate all trash generated by those occupying the short-term rental property.

\_\_\_\_\_ Exterior lighting requirements will be complied with to prevent off-site glare.

\_\_\_\_\_ If pets are allowed, renters will be informed of leash laws, pet waste disposal, and barking/noise considerations.

\_\_\_\_\_ The operation of the short-term rental will comply with the "Good Neighbor Guidelines" and a copy of the guidelines will be provided to the renters in the rental agreement and by posting it in a prominent location within the property.

**Advertising and Signage:**

\_\_\_\_\_ All advertising for this short-term rental will include the Short-Term Rental License number, immediately following the description of the property, along with the maximum permitted occupancy: two people per bedroom, plus two. The number of bedrooms is in accordance with the Summit County Assessor's Office.

\_\_\_\_\_ A sign will be posted in a prominent location inside the short-term rental property, which includes the Responsible Agent's current contact information, the Owner's current contact information, the street address of the short-term rental property and the Short-Term Rental License number.

\_\_\_\_\_ A posting with the location of fire extinguishers and emergency egress plan is located prominently within the Short Term Rental Unit.

\_\_\_\_\_ The Good Neighbor Guidelines, parking plan, trash and recycling instructions, and any fire restriction information are posted in a prominent location within the short-term rental property.

\_\_\_\_\_ Please include printouts of your current listings that show that you are advertising no more than the allowed occupancy (calculation is: number of bedrooms per County Assessor's Office, multiplied by two, plus two).

By completing and signing this affidavit I (we) affirm that, under pains and penalties of perjury, that I (we) have inspected this property and that it complies with all applicable laws, and codes, and will maintain adherence to these requirements throughout the duration of use of the property as a Short-Term Rental.

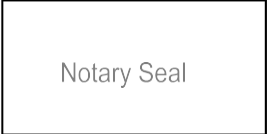
\_\_\_\_\_  
Owner Signature Printed Name Date

\_\_\_\_\_  
Owner Signature Printed Name Date

State of \_\_\_\_\_  
County of \_\_\_\_\_

Subscribed and affirmed before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
(Notary's official signature)

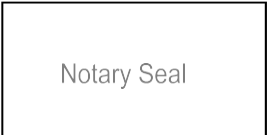


\_\_\_\_\_  
(Commission Expiration)

State of \_\_\_\_\_  
County of \_\_\_\_\_

Subscribed and affirmed before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
(Notary's official signature)



\_\_\_\_\_  
(Commission Expiration)



## Short-Term Rental (STR) Responsible Agent Responsibility and Owner Authorization

**Check One:**

- New STR
- Existing STR – Change of Property Contact – STR License Number: \_\_\_\_\_

STR Street Address: \_\_\_\_\_

Owner's Name: \_\_\_\_\_

**Designated Responsible Agent:**

Name: \_\_\_\_\_

1. Primary Phone Number (must be text enabled): \_\_\_\_\_

2. Secondary Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Alternate Responsible Agent (optional):**

Name: \_\_\_\_\_

1. Primary Phone Number (must be text enabled): \_\_\_\_\_

2. Secondary Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Owner Declaration:**

Each owner of a short-term rental property shall designate a Responsible Agent. The Responsible agent shall have access and authority to assume management of the unit and take remedial measures. The Responsible Agent shall be available 24 hours a day, 7 days a week to respond to tenant and neighborhood questions or concerns and must have a text-enabled phone. An owner of a short-term rental may designate himself/herself as the agent.

I am the owner(s) of the subject property and hereby authorize the designated person listed above to assume responsibility as the Responsible Agent.

\_\_\_\_\_  
Owner Signature

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

\_\_\_\_\_  
Date

**Responsible Agent Responsibility:**

As the Responsible Agent, and due to the language “assume management of the unit and take remedial measures,” **you** are responsible for contacting the renters when you have been notified of a complaint. You may be contacted by the Silverthorne Police Department to secure the property as needed. Therefore, your phone number will be available to Police Department staff, and will be listed under the Short Term Rental License and posted for renters within the interior of the unit.

\_\_\_\_\_  
Responsible Agent Signature

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

\_\_\_\_\_  
Date

***Any change of the Responsible Agent or modification of contact information must be furnished to the Town within five (5) days of effective date of the change.***



## Good Neighbor Guidelines

The Good Neighbor Guidelines were created to educate Short-Term Rental (STR) owners and tenants/ guests on the importance of being a good neighbor.

- **24-Hour Responsible Agent Contact Information** - If at any time you have concerns about your stay or in regards to your neighbors, please call the 24-hour contact number listed in the rental lease agreement or posted in the property. In the event of an emergency, please call 911.
- **Fire Restrictions** – Colorado has been in a period of extended drought, and fire restrictions may be enacted by the Town depending on conditions. Even if fire restrictions are not in place, be fire-wise only use approved outdoor devices and do not leave outdoor fires unattended.
- **General Respect for Neighbors** - Be friendly, courteous, and treat your neighbors like you want to be treated. Respect your neighbors and their property.
- **Noise and Outdoor Lighting** - Be considerate of the neighborhood and your neighbors' right to the quiet and peaceful enjoyment of their home and property, especially after 11 p.m.
- **Maintenance of Property** - Be sure to pick up after yourself and keep the property clean, presentable, and free of trash.
- **Waste Disposal** - Place all trash and recycling in the designated containers stored indoors. Trash and recycling is collected on \_\_\_\_\_. The Responsible Agent will handle trash disposal on the designated pickup day by placing the containers at the appropriate place no earlier than 6:00 am for pickup, and returning trash and recycling containers to the designated indoor location by 7:00 pm on the day of pickup. Extinguish and dispose of cigarette butts properly.
- **Parking & Traffic Safety** – Park in the designated parking spaces provided. Do not park on roadways, lawns, or in a manner which blocks driveways, sidewalks, alleys or mailboxes. Drive slowly through neighborhoods and watch for pedestrians and children playing.
- **Pets** - Promptly clean-up after your pets. Prevent excessive and prolonged barking, and keep pets from roaming the neighborhood. Control aggressive pets, and be sure to abide by the local leash laws. Store pet food indoors and in a secure container to reduce the likelihood of unwanted pest problems.
- **Respect Wildlife** – Do not feed or approach local wildlife.
- **Tenant/Guest Responsibility** - Approved guests and visitors are expected to follow the Good Neighbor Guidelines. Be sure to read your rental agreement for additional terms and restrictions which may include consequences for violating the Good Neighbor Guidelines.

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Owner Signature

Printed Name

Date

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Owner Signature

Printed Name

Date

Below is an **EXAMPLE** of the license the Town will provide to post in the short-term rental property.



## **Short Term Rental License #**

Property Street Address:

**Property Contact: Name:**

**Phone Number:**