



The City of Aspen
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Vacation Rental Permit Application

Name of owner: _____

Address(es) of rental property*: _____

*Multi-family units within the same building that use the same owner representative may apply for one consolidated vacation rental permit.

A vacation rental must comply with each of the following:

1. I have obtained or applied for a City of Aspen Business License.

Business license # _____

Any person who owns or represents one or more Vacation Rentals shall obtain an annual City of Aspen business license pursuant to Chapter 14.08, *Business Licenses*, of the Municipal Code. If an individual or business entity acts as a designated representative of one or more Vacation Rentals, only one business license shall be required. However, each residential unit shall obtain a Vacation Rental Permit.

2. If applicable, I have notified my Home Owner’s Association regarding my application for a vacation rental permit.

- It is my responsibility to notify my HOA prior to submitting my vacation rental permit to confirm that vacation rentals are in compliance with the condominium documents associated with my property.
- It is recommended that deed restricted affordable housing units check in with the Housing Office to confirm compliance with Housing Guidelines: 970-920-5050

3. The designated owner representative for my rental is:

Name: _____
(owner may list themselves if they meet the requirements below)

Phone: _____ **Email:** _____

Address: _____
(must be located within the Roaring Fork Valley)

- I understand that my designated representative must be on call to manage the rental during any period within which the rental is occupied. It is my responsibility to contact the City within 30 days if there is a change of owner representative.
- Vacation rental occupants are required to comply with all City ordinances. It is recommended that the owner representative provide information to occupants about the following City of Aspen ordinances (a hand out is attached): on-street parking permits, wildlife and trash requirements, noise limitations, and the grocery/retail bag ban.
- It is recommended that a sign be posted on the property identifying the owner representative's name and number for neighbors to call if there is a concern. A sign permit is not required; however only one sign with an area not to exceed 2 square feet is permitted. Please refer to the sign code for additional requirements for multi-family buildings.

4. I agree to collect and to remit all applicable sales and lodging taxes.

I understand that my vacation rental is subject to all taxpayer responsibilities set forth at Chapter 23.08, *Taxpayer's Responsibilities*, particularly the responsibility to collect and to remit all applicable sales and lodging taxes.

I, _____ (print name), represent that the Vacation Rental Permit for which I am applying meets all the criteria described above. Failure to comply with the vacation rental requirements may result in revocation of Vacation Rental Permit.

Property Owner or Representative

Date

Approved for annual vacation rental permit issuance:

Community Development

Date

<p>Office Use Only: Permit number: _____ Comments: _____ _____</p>
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