



PARK COUNTY SHORT-TEM RENTAL CHECK LIST

- **Parcel Information and Property Address:**
 - **Beacon - Park County, CO (Certificate of Occupancy) - Search**
- **Copy of Recorded Deed:**
 - This can be obtained from the Park County Clerk's Office **Recorder Document Search**
- **Property Tax Receipt:**
 - A zero balance can be obtained from the Park County - **Treasurer's Office** agree to the statement and click on public user.
- **Business Information:**
 - State sales tax license with the property address on the license -You are required to have a Colorado State Sales Tax License with the rental property listed. It can be obtained from the Colorado Department of Revenue. To apply for a sales tax license, go to **Colorado Sales Tax License site.**
- **Septic Documents and Certificate of Occupancy:**
 - Original septic documents with septic design information, or recent Transfer of Title Certificate of Occupancy states when the house was built, and any conditions can be obtained from the building department **request-for-public-documents.**
- **STR Floor Plans:**
 - Must have all floors finished and unfinished, use of rooms or areas, door locations, window locations and sizes of windows, location of smoke and CO (Carbon Monoxide) detectors this is something that you can draw up with area uses, window sizes and locations, door locations, smoke and CO detector locations for all floors finished and unfinished spaces.
- **Information Required with every Application:**
 1. The owner's phone number, email address and mailing address listed on the application is required.
 2. A completed and signed **Responsible Agent Form** with contact information is required. If the owner is the responsible agent, they will need to complete a Responsible Agent Form.
 3. You will need to sign and have a copy available of the **STR Affidavit.**
 4. If an LLC is involved, a signed and notarized **Statement-of-Authority** must be available.
 5. Parking plan: draw up a site plan with parking locations – **NO PARKING ON COUNTY ROADS.**
 6. Trash removal plan: provide information for trash removal and who is to remove it. - **RENTER PACKING OUT IS NOT ALLOWED.**
 7. Snow removal plan: provide information about when it is removed and the contact information for the person/company plowing.
 8. Photo of the address post: must be able to see the road in the photo and the green and white reflective sign is mounted on the post so it can be seen from both directions on the road and meets Park County driveway requirements **Driveway Cut Information.**
- **Rental Occupancy:**
 - If new application, proposed ads for advertising including maximum occupancy – submit links after the license is issued and the ads are active.
 - For renewal application, ads for hosting sites and links to all hosting sites –links should be blocked out and not able to rent after current license expires.
- **SAFETY INSPECTIONS AS REQUIRED:**
 - If your CO (Certificate of Occupancy) for the house was issued more than 5 years ago, we will require a safety inspection.
 - If renewal applications have 3 or more complaints and/or emergency response calls, we will require a safety inspection.
 - To prepare for a Safety Inspection, review the **Fire & Safety Inspection Checklist.**