

Short-term Rental Application FAQ

Webinar Addition

Two webinars were held to kick off the new Short-term Rental Regulations. During the webinars, participants were given the opportunity to ask questions and seek clarification on procedures. The questions and responses are listed below and are in no particular order.

- **There are two signature lines for owners, do we need a second affidavit for the 2nd property owner?**
 - A second notary block will be added to the current form. If there are more than two property owners print additional Affidavit forms.
- **For the 500' notice to residents and potential STRs ...is this behind and in front of the property, correct?**
 - Use the Larimer County tool, directions are provided in the application packet, and this will automatically provide the buffer area. It will be from all sides of the property.
- **Do any of the forms require a Notary?**
 - Yes, the Affidavit requires a Notary.
- **What forms will be required to resubmit each year:**
 - If the content on a form changes before the annual renewal, the STR owner must contact the Planning Department and make arrangements to edit the documents.
 - The application form with any changed documents will need to be submitted.
- **What is the annual renewal fee?**
 - Annual renewal fee is \$150.00 once an application has been previously approved.
- **Are electronic DocuSign signatures acceptable on forms?**
 - Yes.
- **What time is the earliest you can submit an application on September 23, 2024?**
 - Midnight would be the earliest. Any application forms submitted before September 23rd will not be accepted.
- **Is it common for towns to require lodging tax to be collected every month?**
 - Yes, it is.
- **Are the addresses of accepted applicants listed publicly on the website once they're approved?**
 - Any application made to the Town is public information and is available to the public. Property management information will be provided as an access tool for potential complaints. The buffer tool helps identify properties with a STR and those considering a STR.
- **What does the letter from the HOA/Metro District need to say?**
 - The letter needs to state that STRs are allowed, and it must reference the specific address. Letters also need to be on letterhead and contact information should be listed should staff need to contact them.
- **Can questions be emailed and if so, where?**
 - Questions can be emailed any time to STR@berthoud.org