

Short-Term Rental Application Checklist

Please note that applications submitted without the items listed below will be considered incomplete and will be removed from the application process. If this occurs, you will need to resubmit once your application is complete; this would impact your location in the queue. Approval of a Short-term Rental Business License is not guaranteed with your submittal.

___ **Application Form** – All required areas filled in and signed by the applicant and property manager.

___ **Affadavit**

___ **Proof of Ownership** – Ownership & Encumbrance (O&E)

___ **Proof of Liability Insurance**

___ **Letter from HOA/Metro District** – Only if the property is subject to private covenants.

___ **Copy of Neighborhood Notification Letter and Mailing List** – should include property manager information.

- The Town of Berthoud should be included in the mailing list
**Letter template provided by the Town*

___ **Town of Berthoud Lodging Tax Form**

- You also need to get a State Sales Tax License see [Businesses | Department of Revenue - Taxation \(colorado.gov\)](#)

___ **Operations Manual (OM)** – An electronic binder with a minimum of 5 tabbed sections not including the Cover page. Your OM must include the following:

___ Short-term Information and Rules Form –Cover page for your operations manual provided by the Town

___ Site Plan and Parking Information – this will be tabbed Section 1

- Include Property Boundary with dimensions and Required On-site Parking for guests
**See the Example Site Plan document provided by the Town*

___ Floor Plans showing the following: this will be tabbed section 2

- Dimensions of all bedrooms
- Dimensions of all windows
- Fire extinguisher locations
- Location of breaker box
- Location of water shut-off
- Egress arrows from each room to the nearest exit
- Location of Operations Manual
**See the Example Floor Plan document provided by the Town*

___ Good Neighbor Guidelines – this will be tabbed Section 3

___ Emergency Shutoff Information and Egress Maps–this will be tabbed Section 4
*See the *Example Egress Maps* document provided by the Town

___ HOA/Metro District Rules & Regulations – this will be tabbed Section 5

___ **Memo of Understanding (MOU)**

___ **Application Fee and Review Deposit Fee**

- Application Fee is \$350.00
- Review Deposit Fee is \$1,000.00
- Payment is to be made by check and can be mailed or dropped off
 - Mailing Address: PO Box 1229, Berthoud, CO 80513
 - Drop-off: Town Hall, 807 Mountain Ave., 2nd Floor

Upon completion of the completing and gathering the above required information, email all to STR@berthoud.org and your submission will be added to the queue in the order in which it was received. Review and approval can take up to 30 days.

