APPLY FOR A SHORT-TERM RENTAL LICENSE

1. Obtain rental license application information by reviewing the materials in this packet or by printing all relevant forms at www.boulderplandevelop.net. You may also call 303.441.3152 or visit the Planning and Development Services Center located at 1739 Broadway, Third Floor.

2. Complete the application packet. Note: Property owners must provide a local contact within 60 minutes of property.

- ☐ **Completed Short Term Rental Housing License Application**

- ☐ **License Fees Payable to City of Boulder:** Total fees for a new Short Term Rental License are $130. We accept check, cash, Visa and Mastercard.
  A. Short Term Rental License fee is $105 for a four year license.
  B. A one-time Business License fee of $25.
  For accommodation tax information, contact the Tax and Licensing Division at 303-441-3921.

- ☐ **Completed Life Safety Compliance Verification Form**

- ☐ **Completed Short Term Rental License Affidavit**
  A. The owner shows proof of principal residence as detailed on the affidavit form and verifies that the property is not a permanently affordable unit.
  B. The owner agrees to the occupancy limits.
  C. The owner agrees to accessory unit requirements (if applicable).

- ☐ **Affidavit of Legal Residency:** State law requires the City of Boulder to verify that applicants obtaining certain public benefits are lawfully present in the United States. The verification process has three stages:
  A. The owner shows a form of identification as detailed on the affidavit form.
  B. The owner signs the affidavit.
  C. For non-citizens, the city verifies the owner is lawfully present through the SAVE program.

3. Make copies of all forms for your records.

4. Submit all forms together as a complete packet. Incomplete packets will be returned to the applicant. Mail or deliver complete application packet to:

Planning and Development Services
c/o Rental Licensing Program
1739 Broadway, Third Floor
P. O. Box 791 Boulder, Colorado 80306

5. A copy of the rental license certificate will be mailed to you and is valid for four years.

Quick Notes

What is a Short Term Rental?

Short-term rentals are properties that are rented for less than 30 days at a time and are only allowed at the owner's principal place of residence. The owner must be a natural person and not any type of trust, corporation or partnership. The owner's name must be on the deed to the property. Property owners should review their HOA covenants for any restrictions.

The rental can be an accessory unit on the same parcel, but the owner may only have a short-term license for either the primary unit or the accessory unit, but not both. The accessory unit must be legal to be rented.

For more information, see City of Boulder Ordinance No. 8050

Short Term Rental Housing License Application

(Please submit $130 fee with application. Make checks payable to "City of Boulder")

_____
Property Address

Number of Dwelling Units_____ Number of Bedrooms_____

Building Type (Check One):
Properties with more than 1 dwelling unit must include a map/drawing of the property indicating which unit is the short term rental.

☐ Single Family Dwelling ☐ Condominium ☐ Townhome ☐ Duplex ☐ Tri-Plex ☐ Four-Plex

☐ Single Family Dwelling with Accessory Unit (must also be permitted through P&DS; call 303.441.1880 for more info)

First date of rental availability_____

Complex Name (if applicable)_____

PROPERTY OWNER: *required fields

_____
First Name* Middle Initial Last Name*

_____
Address* City/State* Zip Code*

_____
Primary Phone* Secondary Phone E-mail Address*

LOCAL CONTACT: Provide contact information for an additional contact person within 60 minutes of the property.

_____
First Name Middle Initial Last Name

_____
Address City/State Zip Code

_____
Primary Phone Secondary Phone E-mail Address

I, the Owner for the above property, do hereby affirm that information submitted to acquire a short term rental license for the above property is correct.

_____
Owner Signature Print Name Date

Life Safety Compliance Verification Form

The owner must perform the following tests and certify compliance by signing below.

1. **Smoke and Carbon Monoxide Alarm Verification:** Every smoke and carbon monoxide alarm functions properly with the alarm sounding after pushing the test button. Smoke detectors must be installed inside sleeping rooms, outside sleeping areas in the immediate vicinity of bedrooms, and on each story. Carbon monoxide alarms must be within 15 feet of all bedrooms.

Number and location(s) of smoke alarms _____

_____

_____

Number and location(s) of carbon monoxide alarms _____

_____

_____

_____

Owner Signature **Print Name** **Date**

2. **IPMC Life Safety Verification:** Every Short Term Rental property must comply with life safety regulations under the International Property Maintenance Code as adopted by the City of Boulder Municipal Code for building safety. More information on the IPMC Life Safety Code can be found here: publicecodes.cyberregs.com/icod/ipmc/2012/

_____

Owner Signature **Print Name** **Date**

3. **Multiple Dwelling Units Map/Drawing:** Properties with more than 1 dwelling unit must include a map or drawing of the property indicating which unit is the short term rental (label units according to addressing standards). If the property does not have more than 1 dwelling unit, this section may be left blank.

City of Boulder
Short-Term Rental License Affidavit

Rental properties in Boulder must have a valid rental license issued by the City of Boulder and must abide by the city's rental licensing requirements prior to leasing any rental property, or room(s) within a property, to another person. Short-term rentals (less than 30 days) are only allowed if the provisions outlined below are met. (Section 10-3-2 and 10-3-19 Boulder Revised Code (B.R.C.) 1981).

Principal Residence

According to Section 10-3-19 (a), B.R.C. 1981, short-term rental units must be the operator's principal residence and the operator must be a natural person whose name appears on the deed to the property on which the dwelling unit to be rented is located and the property may not be a permanently affordable unit.

By signing below, I, _____ (Printed Name), swear under penalty of perjury that I am the owner of the property located at _____ (Address), that this property constitutes my principal residence, I am on the deed of the property and that this property is not a permanently affordable unit. Principal residency is where the person is registered to vote, has his or her car registered, or where there are other indications that this is the place where the person lives. A person can only have one principal residence.

Occupancy Limits and Posting

According to Section 10-3-19 (a)(6), B.R.C. 1981, the occupancy during any rental period shall not exceed the occupancy permitted pursuant to Section 9-8-5, B.R.C. 1981 ("Occupancy of Dwelling Units"); provided, however, for the purposes of this section only, the operator and people related to the operator shall be counted as one person. Every operator shall post conspicuously on the inside of the main entrance of each dwelling unit the maximum number of unrelated individuals permitted to occupy the unit (Section 10-3-20, B.R.C. 1981 "Occupancy").

By signing below, I, _____ (Printed Name), swear under penalty of perjury that I am the owner of the property located at _____ (Address), and that within 10 days of receiving a rental license, I will post the maximum number of unrelated individuals permitted to occupy the unit, as it is listed on the rental license issued by the City of Boulder.

Accessory Units (to be completed ONLY if the property has a legal accessory unit)

According to Section 10-3-19, B.R.C. 1981, if an Accessory Unit, permitted under Section 9-6-3(a), B.R.C. 1981 ("Accessory Units"), is used as a short-term rental, only the accessory unit and not any other dwelling unit on the same property may be licensed or used as a short-term rental. If a dwelling unit is licensed for short-term rental, then no accessory unit on the same property may be issued a short-term rental license. According to Section 10-3-19(c), B.R.C. 1981, an accessory unit may not be rented as a short-term rental for more than 120 days in any calendar year and the occupancy during any rental period of any accessory unit shall be limited to a family or two unrelated persons (Section 10-3-19 (a)(6), B.R.C. 1981). Finally, Accessory Units are still subject to the inspection requirements of Section 10-3-3(a) B.R.C. 1981 ("Licenses").

By signing below, I, _____ (Printed Name), swear under penalty of perjury that I am the owner of the property located at _____ (Address), that only the accessory unit OR the dwelling unit on this property will be rented short-term, that the short-term rental unit will not be rented for more than 120 days in any calendar year, and that the occupancy during any rental period will be limited to a family or two unrelated persons.

I acknowledge that this Affidavit is a "public record" and if I make a false entry or representation in this Affidavit, then I will commit a violation of Section 5-5-9(a)(1), B.R.C. 1981. I have carefully considered the contents of this Affidavit before signing. I affirm that the contents are true, to the best of my knowledge.

Signature:_____ Printed Name:_____ Date:_____

City of Boulder
Affidavit of Legal Residency

Section 1: Identification Documents

I,_____[print name], currently lawfully possess, and am providing a copy of, the following identification document as evidence of my lawful presence in the United States (check one):

_____ Valid Colorado driver's license or a Colorado identification card issued by the Department of Revenue

_____ United States military card or a military dependent's identification card

_____ United States Coast Guard Merchant Mariner card

_____ Native American tribal document

_____ Other documents allowed by the Colorado Department of Revenue Rules for Lawful Presence, which include a valid driver's license from another state. (1 CCR 201-17)

(available at http://www.colorado.gov/cs/Satellite?c=Page&cid=1216289012125&pagename=Revenue-Main%2FXRMLayout)

**Provide a clear copy of document you are relying upon to show your lawful presence in the United States.

Section 2: Citizenship Affidavit

I,_____[print name], swear or affirm under penalty of perjury under the laws of the State of Colorado that (check one):

_____ I am a United States citizen, or

_____ I am not a United States resident but I am a Permanent Resident of the United States, or

_____ I am not a United States citizen but I am lawfully present in the United States pursuant to Federal law.

I understand that this sworn statement is required by law because I have applied for a public benefit. I understand that state law requires me to provide proof that I am lawfully present in the United States prior to receipt of this public benefit. I further acknowledge that making a false, fictitious, or fraudulent statement or representation in this sworn affidavit is punishable under the criminal laws of Colorado as perjury in the second degree under Colorado Revised Statute 18-8¬-503 and it shall constitute a separate criminal offense each time a public benefit is fraudulently received.

_____ _____

Signature Date