



## Town of Buena Vista Colorado Short-Term Rental (STR) Information Page

Thank you for your interest in operating a STR here in Buena Vista. We appreciate you coming in and taking the time to register. This page is meant to serve as a guide for the STR application process. On this page you will find helpful information to assist you, as well as covers some basic perimeters. If you have any questions through the application process please contact Code Enforcement at 719-581-1024 or [codeenforcement@buenavistaco.gov](mailto:codeenforcement@buenavistaco.gov).

- A STR is defined as a residential structure, or portion of, in which the entire structure or two (2) or fewer habitable spaces are made available to paying guest for thirty (30) consecutive days or less. If you have questions regarding your property please ask.
- Only units that have a certificate of occupancy will be permitted. Recreational vehicles (RVs), RV spaces, camping spots, and sheds are not allowed.
- When listing your STR in ads Online, your STR license number must be posted at the end of the description. If you choose not to use a description than the license number should be the description.
- When listing your unit please list your STR license number in the title of listing. (for 2020 STR20-XXX).
- When you initially apply you are responsible for setting up your time for Town's inspection. Most inspections will take place on Friday mornings, please call:
  - o Planning Tech – 719-581-1028
  - o Code Enforcement – 719-581-1024
- Be sure to check with your insurance provider, as becoming a STR may affect your policy.
- Please make sure you include every piece of information for your STR application:
  - Floor plan of house
  - Site plan of property
  - Short-Term Rental Affidavit
  - Buena Vista Business License
  - Colorado State sales tax ID number
  - Proof of ownership



# Town of Buena Vista Colorado

## Short-Term Rental (STR)

### Housing Standards and Specifications

Buena Vista Municipal Code (Section 6-125) requires all STRs to have the following information made available to renters. This form is your checklist to ensure that you are meeting that requirement:

Required items to be made available:

- Contact information of the property owner or manager
- Contact information for all emergency services
- Short-term rental license
- Fire escape routes (if a multi-story building)
- Requirements for smoking, if allowed
- Method and timing of trash disposal and recycling
- Notice of quiet hours (7pm – 7am)

Other items to note:

- All advertisements must include Buena Vista short-term rental license number.
- Once a STR license is issued it is nontransferable. If the property is bought or sold, a new license will be required.
- It is illegal to rent any units that do not have a certificate of occupancy. This means no sheds, no recreational vehicles, no travel trailers, no camping spots in yards. If you have any questions regarding this please contact the Buena Vista Planning Department at 719-581-1028

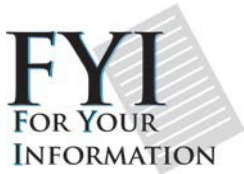


## Town of Buena Vista Colorado Short-Term Rental (STR) Fire Department checklist

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Buena Vista Municipal Code (Section 16-125), requires all short-term rental units to pass a Buena Vista Fire Department inspection. This form is your checklist to ensure that you are meeting that requirement.

- Address numbers are visible and easy to read from the road to the front of the building. (Buena Vista Municipal Code requires a height of each number to be 4 inches or larger)
- All exit doors are free of obstructions
- All storage/housekeeping is neat and orderly
- Extension cords do not extend through walls, ceiling, floors, under doors or floor coverings, or subject to damage
- Approved covers are in place on all electrical switch and outlet boxes
- All circuit breakers are labeled (in English) to show what they control
- All multi-plug adaptors shall be UL Listed
- All water heaters have a pressure relief valve
- All natural-gas appliances have individual gas shut-off valves
- All combustibles are stored at least 3 feet away from gas appliances
- Smoke detectors are present in all sleeping areas and have operational batteries
- Carbon Monoxide detectors are present and are no more than 15 feet from every sleeping area and have operational batteries
- ABC fire extinguisher are located in the kitchen, near any wood burning device, and in the garage if present.



## Sales 11

# Sales Taxes Due on Unit Rentals of Hotels, Motels, Bed- and-Breakfasts, Condominiums, and Time-Shares

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### GENERAL INFORMATION

This FYI contains sales tax information for owners and managers of units rented for less than 30 consecutive days. This includes hotels, motels, bed-and-breakfast inns, condominiums, campsites, and time shares of any lodging unit. If you own short-term lodging units, any rental of a unit for less than 30 consecutive days is taxable and you are required to collect and remit sales tax. [§39-26-104 (1) (f) and 39-26-102 (11), C.R.S.]

If a lodging owner or a management company rents rooms to an out-of-state travel agency, sales tax is due from the local owner or manager even if the out-of-state travel agency re-rents some or all of the rooms to the user or to another travel agency.

The 30-day rental rule applies to any customer who pays for the room, as long as the customer is not a broker or travel agent who is reimbursed by the occupant. **Example:** If a company rents a room for 30 consecutive days, but four different people from that company stay in the room, each at different times within the 30 days, the room charges are non-taxable because one entity rented the room. The Department of Revenue policy is not to restrict the 30-day rental to an individual or the same room, but to 30 consecutive days of paid use by any single payor or customer.

To determine the most current and applicable tax rates see publication Colorado Sales/Use Tax Rates (DR 1002). This publication is located at [www.TaxColorado.com](http://www.TaxColorado.com) under "Forms", or visit [www.Colorado.gov/RevenueOnline](http://www.Colorado.gov/RevenueOnline) and view "Local Sales Tax Rates."

### PROPERTY MANAGEMENT COMPANIES

Property Management Companies, those companies that typically manage property that is owned by another party or entity, are required to obtain a sales tax license for each taxing jurisdiction combination in which they manage rental properties. A license is required for each combination of county, municipal and special district taxes. **For example**, a property management company is managing several properties in Eagle County. There is a metropolitan district in a portion of unincorporated Eagle County. The property management company must obtain a license for property located within the metropolitan district in unincorporated Eagle County and another license for any property located within unincorporated Eagle County but outside the metropolitan district.

In the above example, if the property management company has two properties in unincorporated Eagle County that are located within the metropolitan district, those two properties will be on one sales tax license. The other sales tax license is for one property located within unincorporated Eagle County but outside the metropolitan district.

### APPLICATION

A CR 0100 (Sales Tax/Withholding Account Application) must be completed for each taxing jurisdiction. In the example provided above where there are two properties in one taxing jurisdiction, one property address within the jurisdiction is entered as the location address and the property management company address is entered as the mailing address. The sales tax license fee must be included with each application.

### WHAT TAXES ARE DUE?

Colorado state sales tax is always due on taxable rentals. Applicable special district taxes, county lodging

and local marketing district taxes, all state-collected local and county sales taxes are also due on the rental price. Accommodations provided at no charge (e.g. "comped") are not subject to sales or use tax.

Home-rule cities that collect and administer their own taxes may treat items differently than the State of Colorado. You must contact a home-rule city directly for its policies. Lists of local sales tax rates, along with tax office phone numbers for self-collected areas and home-rule jurisdictions, are contained in Colorado Sales/Use Tax Rates (DR 1002). For more information on the applicability of local sales taxes, see publication FYI Sales 62, Guidelines for Determining When to Collect State-Collected Local Sales Tax.

### **HOW IS THE TAX REMITTED?**

You must apply for a sales tax license by completing a Sales Tax/Withholding Account Application (CR 0100). The DR 0100, Sales Tax Return may be filed online at [www.Colorado.gov/RevenueOnline](http://www.Colorado.gov/RevenueOnline). The DR 1485 County Lodging Tax Return or DR 1490 Local Marketing District Tax Return will be sent to you by the department at the appropriate intervals. However, failure to receive these tax return forms does not relieve you of your responsibility to pay the taxes. If you do not receive a form, you can download it from the Web site at [www.TaxColorado.com](http://www.TaxColorado.com)

Remit the sales taxes you collected to the Department of Revenue and file the Sales Tax Return (DR 0100) on a quarterly basis if the collected sales tax is under \$300 monthly, or on a monthly basis if the collected sales tax is \$300 or more each a month. This return is due the 20th of the month following the tax period for which you are filing.

### **LOCAL MARKETING DISTRICT TAX**

#### *What is a Local Marketing District Tax?*

A local marketing district tax is a tax on lodging services leased or rented for less than 30 days. This includes hotels, motels, condominiums and camping spaces, and in some areas houses, guest ranches and mobile homes. View "Local Sales Tax Rates" at [www.Colorado.gov/RevenueOnline](http://www.Colorado.gov/RevenueOnline) or see publication Colorado Sales/Use Tax Rates (DR 1002) for applicable local marketing district tax rates and locations where this tax applies.

#### *Who pays the Local Marketing District Tax?*

Lodging owners or their management companies are liable for the local marketing district tax on all receipts from lodging when the stay was less than 30 consecutive days.

The local marketing district tax is not required to be collected on lodging rentals of 30 consecutive days or more.

#### *How is the tax remitted?*

The tax is remitted on the Local Marketing District Tax Return (DR 1490) with the same filing frequency and due date as the Colorado Retail Sales Tax Return (DR 0100). For example, if the DR 0100 is filed monthly, the DR 1490 will also be filed monthly and due the 20<sup>th</sup> day of the month following the filing period.

### **COUNTY LODGING TAX**

#### *What is the County Lodging Tax?*

The county lodging tax is a tax levied only in certain counties within Colorado and is applied specifically to lodging services, such as hotels, motels, condominiums, space rentals, camping facilities and services, auto camps and trailer parks. If one of these types of businesses rents rooms and accommodations for less than 30 days, a county lodging tax is charged to the customer. Rooms and accommodations occupied for a period of 30 or more consecutive days are exempt from county lodging tax. [§39-26-704.3, C.R.S.].

### *Who pays the County Lodging Tax?*

Lodging owners or their management companies are liable for the county lodging tax on all receipts from lodging when the stay was less than 30 consecutive days.

If a municipal area collects its own city lodging tax, county lodging tax is not collected in that municipality.

County lodging tax rates vary depending upon the county where this tax is applicable. View "Local Sales Tax Rates" at [www.Colorado.gov/RevenueOnline](http://www.Colorado.gov/RevenueOnline) or see publication Colorado Sales/Use Tax Rates (DR 1002) to locate the most current county lodging tax rates and counties where the tax applies.

### *How is the tax remitted?*

The county lodging tax is remitted quarterly to the Department of Revenue on the County Lodging Tax Return (DR 1485) [§30-11-107.5, C.R.S.]. This return must be filed by the 25th day of the month following the quarter for which you are filing. For example, the return is due April 25 for the January-March quarter.

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FYIs provide general information concerning a variety of Colorado tax topics in simple and straightforward language. Although the FYIs represent a good faith effort to provide accurate and complete tax information, the information is not binding on the Colorado Department of Revenue, nor does it replace, alter, or supersede Colorado law and regulations. The Executive Director, who by statute is the only person having the authority to bind the Department, has not formally reviewed and/or approved these FYIs.



# Short-Term Rental (STR) License Application

In accordance with Chapter 6 Article VII  
Of the Buena Vista Municipal Code

STR license number
STR -
Submit Date
Town Use Only

## Owner Information

Applicant Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address of STR: \_\_\_\_\_ Buena Vista, CO 81211

Applicant Email: \_\_\_\_\_ Town Business License #: \_\_\_\_\_

Property Owners Name: \_\_\_\_\_

Owner's Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_

State Tax ID #: \_\_\_\_\_ State Zip: \_\_\_\_\_

New application - \$150

Renew application - \$100

Former STR license number: \_\_\_\_\_

## Building Information

Is this your primary residence:  Y /  N Is this an accessory dwelling unit (ADU)  Y /  N

Are you using a property management company?  Y /  N

If so, name: \_\_\_\_\_

Is the management company your primary contact?  Y /  N (You can use your manager as a contact need two phone number)

Contact #1 Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Contact #2 Name: \_\_\_\_\_ Phone: \_\_\_\_\_

\*These contacts must differ from the primary contact listed at the top of the application

Are you renting partial or full house? \_\_\_\_\_ If Partial how many rooms? \_\_\_\_\_



## Town of Buena Vista Short Term Rental (STR) Application check list

This checklist is to help make sure you have all required items in place when applying for a STR license. If you have any questions please contact Code Enforcement at 719-395-8643 Ex 22 or [codeenforcement@buenavistaco.gov](mailto:codeenforcement@buenavistaco.gov)

- STR Application with all fields filled out
- Proof of ownership
- Buena Vista Business License
- Colorado State Sales Tax ID number
- Floor Plans – a scaled plan must show the following
  - Ingress and egress (windows and doors with measurements)
  - Location of smoke detectors
  - Location of carbon monoxide detectors
  - Square footage of area to be used for a STR
- Site Plan – must show the following
  - Structure in relation to property lines
  - Footprint of all structures with measurements
  - Sidewalks
  - Parking
  - Road location
  - Ditches and streams located on property
  - Property lines with dimensions
- Town of Buena Vista STR Affidavit – must be notarized (we will notarize our own documents for free)
- Fee – check made out to the Town of Buena Vista, credit cards will be assessed a 1.5% service fee





# Town of Buena Vista Short-Term Rental (STR) Affidavit

**THIS FORM MUST BE SIGNED BY THE PROPERTY OWNER**

I \_\_\_\_\_ attest that I have read and understand all provisions of this application. I further understand that renting any unit that was not granted a legal certificate of occupancy can result in the immediate revocation of my STR license, fines, or a summons to Municipal Court. Any violation of the Town's Code, and violation of the STR housing standards and specifications can result in fines, suspension of STR license, and or a summons to Municipal Court.

Name (print): \_\_\_\_\_ Representing: \_\_\_\_\_

Company name if applicable

Name (signed): \_\_\_\_\_

State of Colorado

County of Chaffee

The foregoing instrument was acknowledged before me on this \_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_\_ by \_\_\_\_\_.

\_\_\_\_\_  
(Notary official signature)

\_\_\_\_\_  
(My commission expires)



# BUENA VISTA BUSINESS LICENSE APPLICATION LICENSE FOR CALENDAR YEAR 2021

VALID FROM APPROVAL DATE TO DECEMBER 31, 2021

**Short Term Rentals, Home Occupation, and Tree Service businesses  
also require a Supplemental License application.**

**Zoning Approval Required for Issuance of Business License.  
Please contact the Planning Department for more information at 719-581-1028.**

Date you will start business in Buena Vista: \_\_\_\_\_

Name of Business: \_\_\_\_\_

Owner(s) Name: \_\_\_\_\_

Indicate the type of ownership:  Individual  Company  LLC  Corporation  Association/Club  
 Other \_\_\_\_\_

Physical Address of Business: \_\_\_\_\_  
(Street, City, State, Zip)

Mailing address (If different from above): \_\_\_\_\_  
(Street/P.O. Box, City, State, Zip)

Business Phone: \_\_\_\_\_ Owner Phone: \_\_\_\_\_

Email: \_\_\_\_\_  
**(Annual Renewal Notices will be sent to this email address)**

State Sales Tax Account # (If applicable): \_\_\_\_\_

Is this a Home Occupation:  YES  NO  
If yes, number of employees who do not reside in the home: \_\_\_\_\_

Indicate type of Business:  Wholesale  Retail  Service  Non-Profit  
 Other (explain) \_\_\_\_\_

Principal Goods or Service Provided: \_\_\_\_\_

Website Address: \_\_\_\_\_

I declare, under the penalty of perjury, that this application has been examined by me; that the statements made herein are made in good faith pursuant to applicable tax laws and regulations, and to the best of my knowledge and belief are true, correct, and complete.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

The Buena Vista Business License Fee is **\$30.00** per year. Make check payable to the "Town of Buena Vista." This is an annual fee **due by January 31**, after which there will be an additional **\$15 late fee**. Thank you.

**Please mail completed application and fee to:**

Town of Buena Vista  
Town Clerk  
PO Box 2002  
Buena Vista, CO 81211

Questions? Call (719) 581-1017

EMAIL: [bvclerk@buenavistaco.gov](mailto:bvclerk@buenavistaco.gov)

**Emergency After-Hours Contact for the  
Fire/Police Departments**

Contact Name \_\_\_\_\_

Contact Phone # \_\_\_\_\_

# Town of Buena Vista

P.O. Box 2002, 210 East Main Street  
Buena Vista, CO 81211  
719-395-8643 Phone  
719-395-8644 Fax

## ***LAWFUL PRESENCE AFFIDAVIT***

I, \_\_\_\_\_, 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 a Permanent Resident of the United States, or
- 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

Subscribed and affirmed before me in the county of \_\_\_\_\_, State of \_\_\_\_\_, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary

\_\_\_\_\_  
Commission Expiration Date

### **For Office Use Only**

Date Received \_\_\_\_\_ Payment Received \_\_\_\_\_ License Number \_\_\_\_\_

Planning Department \_\_\_\_\_  
Signed \_\_\_\_\_ Date \_\_\_\_\_

Code Enforcement \_\_\_\_\_  
Signed \_\_\_\_\_ Date \_\_\_\_\_