

SHORT-TERM RENTAL LICENSE RENEWAL APPLICATION

It is unlawful for any person to maintain or operate a Short-Term Rental (STR) without first obtaining a license from the City Clerk's Office pursuant to Chapter 5.55 of the Lakewood Municipal Code.

ADDITIONAL DOCUMENTS REQUIRED WITH RENEWAL APPLICATION

- Proof of Primary Residence for each owner – Copy of valid Colorado State driver's license, OR two of the following: a valid motor vehicle registration, voter registration showing the address as your primary residence, a Federal or State tax return from the most recent tax year, or a utility bill from the last sixty days.
- Copy of current insurance covering the proposed License Premises for use as an STR, which adequately covers the short-term rental liability and in no event is less than \$500,000 (reference or highlight where it can be found).
- Copy of your City of Lakewood Sales and Use Tax License, if currently held.
- If using a hosting platform for advertising, provide a link to the advertisement or a screenshot verifying the STR License Number is listed.
- Corporations/Partnerships/Limited Liability Companies must provide a copy of the Colorado Secretary of State's Certificate of Fact of Good Standing

\$75.00 NON-REFUNDABLE LICENSE FEE REQUIRED

Visa/MasterCard/Discover accepted