

## SHORT-TERM RENTAL LICENSE 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 this Chapter 5.55 of the Lakewood Municipal Code.

### ADDITIONAL DOCUMENTS REQUIRED WITH APPLICATION

- Proof of Primary Residence for each owner (A copy of a valid Colorado Issued ID or 2 of the following: Proof of Voter Registration; Federal or State Tax Returns; A Utility Bill; Motor Vehicle Registration)
- Proof of Ownership (copy of deed)
- Proof Of Insurance that covers the proposed License Premises for use as an STR, which adequately covers the short-term rental liability and in no event is less than \$500,000.00 (reference or highlight where it can be found)
- Provide a floor plan of entire licensed premises, with STR areas labeled and which specifies the number of rooms contained in the Short-Term Rental (The floor plan does not need to be professionally prepared)
- Copy of private rules and covenants (HOAs) as evidence that STRs are not prohibited and reference the page number where it can be found
- Copy of the City Sales and Use Tax License for the STR OR screenshot of the account with hosting platform and evidence they are collecting tax and remitting it to the city on your behalf
- Affidavit of Ownership and Primary Residence completed by each owner. Must be signed in front of a Notary Public
- Affidavit of Compliance with Section 5.55.030(B)(5) of the Lakewood Municipal Code. Must be completed by each owner and be signed in front of a Notary Public
- Copy of Inspection Report, signed and dated by a Certified Home Inspector (ASHI, InterNACHI or a Certified Master Inspector) within 30 days of the application for the license
- Community Notice Form (Applicant shall provide a written notice to each abutting property within 10-days of submission of the license application)

### **\$150.00 NON-REFUNDABLE APPLICATION FEE REQUIRED**

Visa/MasterCard/Discover accepted

## SHORT-TERM RENTAL LICENSE APPLICATION DOCUMENT CHECKLIST

All supporting documents must be submitted and required fees must be included with the application. Incomplete applications will not be accepted.

\_\_\_\_\_ Application

\_\_\_\_\_ Proof of Primary Residence for each owner

\_\_\_\_\_ Proof of Ownership

\_\_\_\_\_ Proof of Insurance

\_\_\_\_\_ Floor Plan, must include area(s) of premises used for STR and specifies the number of rooms

\_\_\_\_\_ Copy of the private rules and covenants (HOA) as evidence that STRs are not prohibited, if applicable

\_\_\_\_\_ Copy of your City Sales and Use Tax License OR screenshot of account with hosting platform and evidence they are collecting tax and remitting it to the city on your behalf

\_\_\_\_\_ Affidavit of Ownership and Primary Residence for each owner - Signed and Notarized

\_\_\_\_\_ Affidavit of Compliance for each owner - Signed and Notarized

\_\_\_\_\_ Copy of an inspection report, signed and dated by a Certified Inspector within 30-days of the application for the license

\_\_\_\_\_ Community Notice Form (Applicant shall provide a written notice to each abutting property within 10-days of submission of the license application)

\_\_\_\_\_ FEES \* Non-Refundable\*

Visa/MasterCard/Discover accepted