



Sign Off & Submittal Requirements Form

Nonconforming Registration: Short-Term Rental

To be considered complete, this checklist must accompany all of the materials listed below. Failure to provide required materials will result in a returned application at which point processing will be delayed. Additional materials may be required.

Please submit all items in a PDF format.

Submittal Requirement	Notes
1 Proof of Ownership	Routt County Assessor printout or other documentation
2 Proof of Legal Establishment of Use	Documentation must demonstrate lawful use of the property as a short-term rental within 12 months prior to June 15, 2022, including report of bookings/stays.
3 Sales Tax Information	Documentation must include at least one of the following: <ul style="list-style-type: none"> • If you collect and remit sales tax yourself: a copy of your valid sales tax license. • If another entity, other than Vrbo or Airbnb, collects and remits sales tax on your behalf: an affidavit signed by the entity that references their sales tax license number and affirms they collected and remitted sales tax on your behalf within the 12 months prior to June 15, 2022. • If Vrbo or Airbnb collects and remits sales tax on your behalf: an annual statement of sales tax collected and remitted on your behalf.

ALL Property Owner Signatures Required

I hereby affirm that I am the lawful owner of the parcel(s) this application is concerning. I further authorize the applicant to submit this application and supporting materials for the applicable departmental review by the City of Steamboat Springs.

Signature	Printed Name	Date
Signature	Printed Name	Date

Applicant Signature Required

I, the applicant, affirm that this application complies with all CDC regulations and standards, and that this application includes all the required materials to be deemed complete. I understand that if this application or any of the aforementioned submittal requirements are incomplete or found to be insufficient, this application will be returned and not processed any further. In submitting this application, I affirm that all information contained within is true and correct.

Signature	Printed Name	Date
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