

## STR License Transfer Request

Short-Term Rental License No.: \_\_\_\_\_

Short-Term Rental Licensee No.: \_\_\_\_\_

Property Address: \_\_\_\_\_

**UPDATED Property Owner Information** (*must be accompanied by proof of ownership, such as warranty or quit claim deed*)

Property Owner: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone No.: \_\_\_\_\_ Email: \_\_\_\_\_

Effective Date of Change: \_\_\_\_\_

**Allowable Transfer** (*select which applies; must be accompanied by documentation as necessary*)

Per Steamboat Springs Revised Municipal Code Section 12-577, the transfer of an STR license is only allowed for the following transfers of ownership:

- From the owner to a trust established by the owner for the benefit of the owner as a named beneficiary of the trust.
- From the owner to a corporation, partnership, limited liability company or business entity, so long as the owner has a controlling interest in the business entity.
- Between the same parties creating or terminating a joint tenancy.
- Due to death, pursuant to a will, the law of descent and distribution or otherwise.
- As ordered by a court under bankruptcy code or in equity receivership proceeding.
- Without consideration for the purpose of confirming, correcting, modifying or supplementing a transfer previously recorded; making minor boundary adjustments; removing clouds of titles; or granting rights-of-way, easements or licenses.
- Pursuant to any decree or order of a court of record quieting, determining or vesting title, including a final order awarding title pursuant to a condemnation proceeding.
- Between spouses or former spouses made pursuant to a separation agreement or as otherwise ordered by a court in proceedings for the dissolution of a marriage.

**ALL Property Owner Signatures Required**

I hereby affirm that I am the lawful owner of the property this form is concerning. In signing this form, I authorize the City of Steamboat Springs to update the property owner/licensee associated with the short-term rental license referenced by this form.

For a property owned by a corporation, partnership, limited liability company, trust, or other business entity, this form shall be signed by the person authorized to sign on behalf of the business entity and must be accompanied by the Business Entity Ownership Affidavit.

Signature	Name	Date
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Signature	Name	Date
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