TOWN OF VAIL

Short-Term Rental (STR)
Individual Owner Authorization and Local Representative Responsibility

Check One: □ New STR
□ Existing STR – Change of Property Contact – STR License Number _____

STR Street Address:_____

Owner's Name:_____

Designated Local Representative:

Name:_____

Address of Physical Residence:_____

Phone Number:_____

Email Address:_____

A copy of designated local representative's drivers license must be attached for address verification.

Owner Declaration:

Each owner of a Short-Term Rental property shall designate a Local Representative who shall remain at a physical address of residence **within** a sixty (60) minute distance to the registered STR's street address to serve as the designated local representative. The local representative shall have access and authority to assume management of the unit and take remedial measures. The representative shall be available 24 hours a day, 7 days a week to respond to tenant and neighborhood questions or concerns and must have a text-enabled phone. An owner of a short-term rental may designate himself/herself as the representative if their physical address of primary residence is **within** a sixty (60) minute distance to the registered STR's street address.

If you have listed yourself as the designated local representative and will be renting out your entire primary residence, you certify that you will remain within an hour's travel time to the registered STR throughout the duration of the rental.

I am the owner(s) of the subject property and hereby authorize the designated person listed above to assume responsibility as the local representative.

Owner Signature | Printed Name | Date

Local Representative Responsibility:

As the Designated Local Representative, and due to the language "assume management of the unit and take remedial measures", you are responsible for contacting the renters when you have been notified of a complaint. The local representative shall resolve the issue that was the subject of the complaint within sixty (60) minutes, or within thirty (30) minutes if the problem occurs between 11:00 p.m. and 7:00 a.m., including visiting the site if necessary. Once the local representative has resolved the complaint, they must call the STR Complaint Hotline at 970-479-2135 to provide a complaint resolution. You may be contacted by the Town of Vail Police Department to secure the property as needed. Therefore, your phone number will be available to TOV staff, police staff and will be listed on the STR license posted for renters within the interior and, when required, also visible from the exterior of each STR property.

Local Representative Signature | Printed Name | Date

Any change of the representative or modification of contact information must be furnished to the town within five (5) days of the effective date of change.