TOWN OF VAIL

Short-Term Rental (STR)
Property Manager Authorization and Local Representative Responsibility

Check One: □ New Application
□ Existing Registration – Change of Local Contact

Property Manager's Name:_____

If Corporation – Authorized Signatory's Name:_____

Designated Local Representative:

Name:_____

Address of Physical Residence:_____

Phone Number:_____

Email Address:_____

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

Property Manager Declaration:

Each property manager 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 STRs' street addresses 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. The property manager may designate himself/herself as the representative if their physical address of primary residence is **within** a sixty (60) minute distance to the registered STRs' street addresses.

I am the authorized signatory for the property management of the subject property and hereby authorize the designated person listed above to assume responsibility as the local representative.

Property Manager's 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 agent or modification of contact information must be furnished to the town within five (5) days of the effective date of change.