

## Short-Term Rental Application Guide

Please visit the city's [Short-Term Rental webpage](#) for more short-term rental information.

### STEP 1:

Read the [short-term rental application requirements](#) and collect the documentation needed for application submittal.

### STEP 2:

Apply for a short-term rental license by visiting the [online application portal](#). Make sure to have all electronic documentation ready for upload. Complete and submit the short-term rental license application. A step-by-step guide through the online application portal is below.

### STEP 3:

City staff will be notified of the short-term rental license application submittal and will review for completeness and approval/denial. An email with further information regarding the license will be sent to the email address used for the application process.

### STEP 4:


Apply for a [business and sales tax license](#) and remit [accommodations tax](#).

Please direct all sales tax questions to the City's Sales Tax Division at [salestax@westminsterco.gov](mailto:salestax@westminsterco.gov) or 303.658.2065.


Please direct all business licensing questions to the City Clerk's Office at [licensing@westminsterco.gov](mailto:licensing@westminsterco.gov) or 303.658.2161

## GETTING STARTED

# Welcome!



Apply for a Short-Term Rental License



Update License Information



Click to apply for a short-term rental license.

## APPLICATION REQUIREMENTS

### Application Requirements

Let's make sure you have everything you need to get a Short-Term Rental License.

#### 1 Registration fees and expiration

Initial applications will not require a registration fee and will expire after two years.

The fee for renewing a license is \$200.00 plus processing fee.

#### 2 You'll need to upload some documents as part of the application

You will need to upload the following documents as part of the application form.

- A narrative or visual of the Dwelling Unit - A narrative or visuals that specify which portions of the Dwelling Unit will constitute the Licensed Premises to be used as the Short-Term Rental.
- A copy of the Recorded Deed of Trust - A copy of the recorded deed of trust for the subject property.
- Signed Affidavit - A signed affidavit by the Applicant certifying life safety compliance with operational smoke detectors, carbon monoxide detectors, fire extinguishers and other life safety equipment that may be required by the City per Building, Fire or Rental Property Maintenance Code, as outlined in Title IX, W.M.C.

#### 3 About Short-Term Rentals

Short-Term Rental or STR is defined as the use of a residential dwelling unit, or portion thereof, within the City, excluding hotels, motels, and bed and breakfasts, for periods of less than thirty (30) days, including but not limited to a single-family dwelling, duplex, townhome, condominium, or similar dwelling.

Any person providing or offering to provide lodging in the form of a Short-Term Rental within a residential property located within the City must first obtain and maintain a license from the City.

No Applicant may operate more than one Licensed Premise as a Short-Term Rental within the City at any one time.

Homeowner Association (HOA) rules - It is the homeowner's responsibility to adhere to any HOA restrictions regarding Short-Term Rentals. It is advised that you confirm with your HOA that Short-Term Rentals are permitted in your neighborhood.

Please read the following City of Westminster Short-Term Rental ordinance: [Ordinance 4199](#) - Short-Term Rental Licensing

For more information regarding Short-Term Rentals please visit the [City Website](#).

#### 4 About Accommodations Tax

Accommodations Tax is collected by the City's Finance Department. Please visit the [City's Website](#) to learn more about Accommodations Tax, when and how to submit [Accommodations Tax](#), and the online sales tax revenue platform, GENTAX. Please direct all tax questions to the City's Sales Tax Division at 303.658.2065, or [salestax@cityofwestminster.us](mailto:salestax@cityofwestminster.us).

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#### ● Application Requirements

[● Property/APN](#)[● License Holder](#)[● Property Contacts](#)[● Upload Documents](#)[● Confirmation](#)

Read through the application requirements and collect the documentation needed for submittal.

**PROPERTY/APN:**

### Property/APN

We need to know the APN of the property you wish to make available for short-term rental. You can type in your APN directly below if you already know it, or you can find the APN by typing in the property address.

 I know my property's APN I want to type in the property address

APN

[Lookup APN on Adams County website](#)[Lookup APN on Jefferson County website](#) Application Requirements Property/APN License Holder Property Contacts Upload Documents Confirmation

If you know the property's APN you can type it in. You can also use the APN lookup tool on the county website to find the property's APN.

**PROPERTY/APN:**

### Property/APN

We need to know the APN of the property you wish to make available for short-term rental. You can type in your APN directly below if you already know it, or you can find the APN by typing in the property address.

- I know my property's APN
- I want to type in the property address

Address of the rental property

- 8551 W 88Th Pl Westminster Co 80021
- 5551 W 95Th Pl Westminster Co 80020
- 5581 W 88Th Ave Westminster Co 80031
- 8651 W 88Th Pl Westminster Co 80021

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- ✓ Application Requirements
- Property/APN
- License Holder
- Property Contacts
- Upload Documents

If you don't know the property's APN you can type in the property address. Start typing the address then pick the correct address from the popup list.

**PROPERTY/APN (continued):**

Selected property

**5581 W 88TH AVE WESTMINSTER CO 80031**

2924403007


● Property Contacts

● Upload Documents

● Confirmation

Unit Number

3

 If the property has a unit number type it in, otherwise leave the field blank.

Property Structure

Townhome

 Choose the property structure type.

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**LICENSE HOLDER:**

## License Holder

You must be the owner of the property to hold a Short-Term Rental License.

If a property has multiple owners, including joint ownership by spouses, all Persons with an ownership interest must sign the Application.

### Property Owner #1

First Name

Last Name

Company Name (optional)

Email

Phone Number

Mailing Address

 Same as rental unit

- ✓ Application Requirements
- ✓ Property/APN
- **License Holder**
- Property Contacts
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- Confirmation

Fill out all the property owner information. You must be the owner of the property to hold a short-term rental license.

If the property has multiple owners, including joint ownership by spouses, all persons with an ownership interest must sign the application.

**PROPERTY CONTACTS:**

City of Westminster, CO Short-Term Rental License Registration

## Property Contacts

### Property Manager

Professional property management means a licensed firm charged with operating a real estate property for a fee. Private property management means an individual maintains the STR, such as a private property owner.

Are you using a Property Manager for this property?

- No, I am managing it privately
- Yes, I am using a Property Manager

**Choose who will be managing the property. You can manage the property privately or use a Property Manager. If using a Property Manager, fill out all the Property Manager information.**

### Responsible Agent

A Responsible Agent means an individual who is personally available by telephone on a 24-hour basis and who maintains the ability to be onsite within 60 minutes and who has access and authority to assume management of the unit. An agent or property manager that meets the availability requirements can serve as the Responsible Agent.

Who is the Responsible Agent for this property?

- Myself (The Property Owner)
- Someone else

**Choose who will be the Responsible Agent for the property. You, the Property Manager, or someone else can be the Responsible Agent. If using the Property Manager or someone else, fill out their information.**

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- **Property Contacts**
- Upload Documents
- Confirmation



**PROPERTY CONTACTS:**

City of Westminster, CO Short-Term Rental License Registration

## Upload Documents

Please upload any documents below that can help verify your application.

Supported formats: .jpg, .jpeg, .png, .pdf, .heic; Minimum file size: 30 KB; Maximum file size: 4 MB; Maximum number of files per document type: 10.

**A narrative or visual of the Dwelling Unit (Required)**

A narrative or visuals that specify which portions of the Dwelling Unit will constitute the Licensed Premises to be used as the Short-Term Rental.

[Upload Files](#)**A copy of the Recorded Deed of Trust (Required)**

A copy of the recorded deed of trust for the subject property.

[Upload Files](#)**Signed Affidavit (Required)**

A signed affidavit by the Applicant certifying life safety compliance with operational smoke detectors, carbon monoxide detectors, fire extinguishers and other life safety equipment that may be required by the City per Building, Fire or Rental Property Maintenance Code, as outlined in Title IX, W.M.C.

[Upload Files](#)[Back](#)[Continue](#)

- ✓ Application Requirements
- ✓ Property/APN
- ✓ License Holder
- ✓ Property Contacts
- **Upload Documents**
- Confirmation

Upload the following required documents:

- A narrative or visual of the Dwelling Unit.
- A copy of the Recorded Deed of Trust.
- Signed Affidavit.

Note – you cannot continue on to the next step until the documents have been uploaded.

**CONFIRMATION:**

## Confirmation

Please confirm the information below to proceed.

**Property Address**

5581 W 88TH AVE WESTMINSTER CO 80031

**Unit number**

3

**APN**

2924403007

**Rental Structure**

Townhome

**License Holder****First Name**

Test

**Last Name**

Test

**Company Name**

N/A

**Phone Number**

3036582087

**Email**

gpizinge@westminsterco.gov

**Mailing Address**

5581 W 88TH AVE WESTMINSTER CO 80031

Confirm the Property Address  
and License Holder information  
is correct.

- ✓ Application Requirements
- ✓ Property/APN
- ✓ License Holder
- ✓ Property Contacts
- ✓ Upload Documents
- Confirmation

**CONFIRMATION (continued):****Property Owner(s)****Property Owner #1****First Name**

Test

**Last Name**

Test

**Company Name**

N/A

**Phone Number**

3036582087

**Email**

gpizinge@westminsterco.gov

**Mailing Address**

5581 W 88TH AVE WESTMINSTER CO 80031

**Responsible Agent****Responsible Agent Information**

Same as License Holder

**Verification Documents****A narrative or visual of the Dwelling Unit**

TEST 2.pdf

**A copy of the Recorded Deed of Trust**

TEST.pdf

**Signed Affidavit**

TEST 2.pdf

Confirm the Property Owner(s)  
and Responsible Agent  
information is correct.

Confirm the correct  
documentation has been  
uploaded.

**CONFIRMATION (continued):****Certifications**

- I certify that I have read and agree to the Short-Term Rental regulations and limitations as established by the Short-Term Rental Code.
- I certify that I have proof of weekly and on-going residential trash service.
- I certify that the information on the application is accurate and truthful, under penalty of perjury under the laws of the State of Colorado.
- I certify that I am the Owner, and that the City has the right of inspection of the rental premises for conformance with the City's Building, Fire and Rental Property Maintenance Codes at any reasonable time in accordance with Title XI.

**Electronic Signature**

Legal Name of Authorized Signatory

Date (MM/DD/YYYY)

11/27/2023

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Read the certifications, check the boxes if you agree, and type in the name of the authorized signatory as the electronic signature.

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The date will automatically populate with the date of application.

City staff will be notified of the short-term rental license application submittal and will review for completeness and approval/denial. An email with further information regarding the license will be sent to the email address used for the application process.

Note – initial applications will not require a registration fee. The fee for renewing a license is \$200.00 plus processing fee.