

Welcome & Fun Facts

1. There are currently 389 licensed Short-Term Rentals in Fort Collins
 - 179 Non-Primary and 210 Primary
2. The most expensive Short-Term Rental in the world is in Punta Mita, Nayarit, Mexico.
 - \$232,359.00 USD per week!
3. You Can Rent These Former Celebrity Homes on Airbnb
 - Jimi Hendrix (Maui, HI)
 - F. Scott & Zelda Fitzgerald (Montgomery, AL)
 - Julie Andrews (Accord, NY)
 - Bing Crosby (Palm Springs, CA)
 - Ava Gardner (Burbank, CA)
 - John Steinbeck (Pacific Grove, CA)

What site can
ghosts find
vacation rentals?

ScareBnB!

How many ants do
you need to rent
out an AIRBNB?

Tenants!



SHORT-TERM RENTAL 101

Ashley Fredericks

Revenue Specialist



Class Overview

- Background Information
- Types of Short-Term Rentals (STRs)
- Legacy Properties and Municipal Code Information
- Where STRs are Allowed in the City/Zoning Information
- STRs in Multi-Family Buildings
- Licensing Information and Requirements
- Sales and Lodging Tax Information
- Brief Registration and Application Guidance/Overview of Online Portal - MUNIrevs
- Complaints/Violations
- FAQ's



- Short-term rentals:
 - Any stay less than 30 days
 - Typically listed online through sites like Vacation Rental by Owner (VRBO) or Airbnb
- 2014: Short-term rental activity came to the City's attention from community interest and complaints; staff researched other communities, contacted local operators; tracked complaints.
- 2017: adopted regulations and licensing system
- Process details: fcgov.com/shorttermrentals/history
- Municipal Code and Land Use Code Ordinance: fcgov.com/shorttermrentals/faqs





Primary Short-Term Rental:

Owner occupied for at least 9 months out of the year. Most have only a portion of the dwelling rented for less than 30 days. This also may include duplexes or carriage houses if located on the same parcel of land that is used as the primary residence



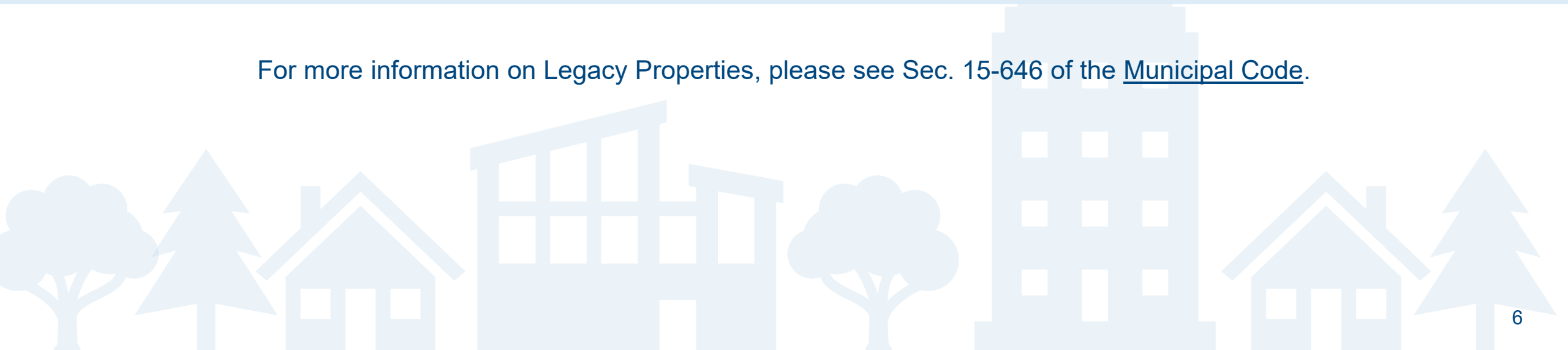
Non-Primary Short-Term Rental:

Dwelling units that are not occupied by the owner. The owner rents the entire house for less than 30 days.



A dwelling unit used as a short-term primary or non-primary rental that is located in a zone district in which the Land Use Code prohibits such use is eligible for a license pursuant to this Article provided that such dwelling unit was actually utilized as a short term primary or non-primary rental prior to March 31, 2017, and a valid sales and use and lodging tax license was obtained prior to October 31, 2017, for such dwelling unit in accordance with Chapter 25, Art. IV, of the Code of the City of Fort Collins.

For more information on Legacy Properties, please see Sec. 15-646 of the Municipal Code.

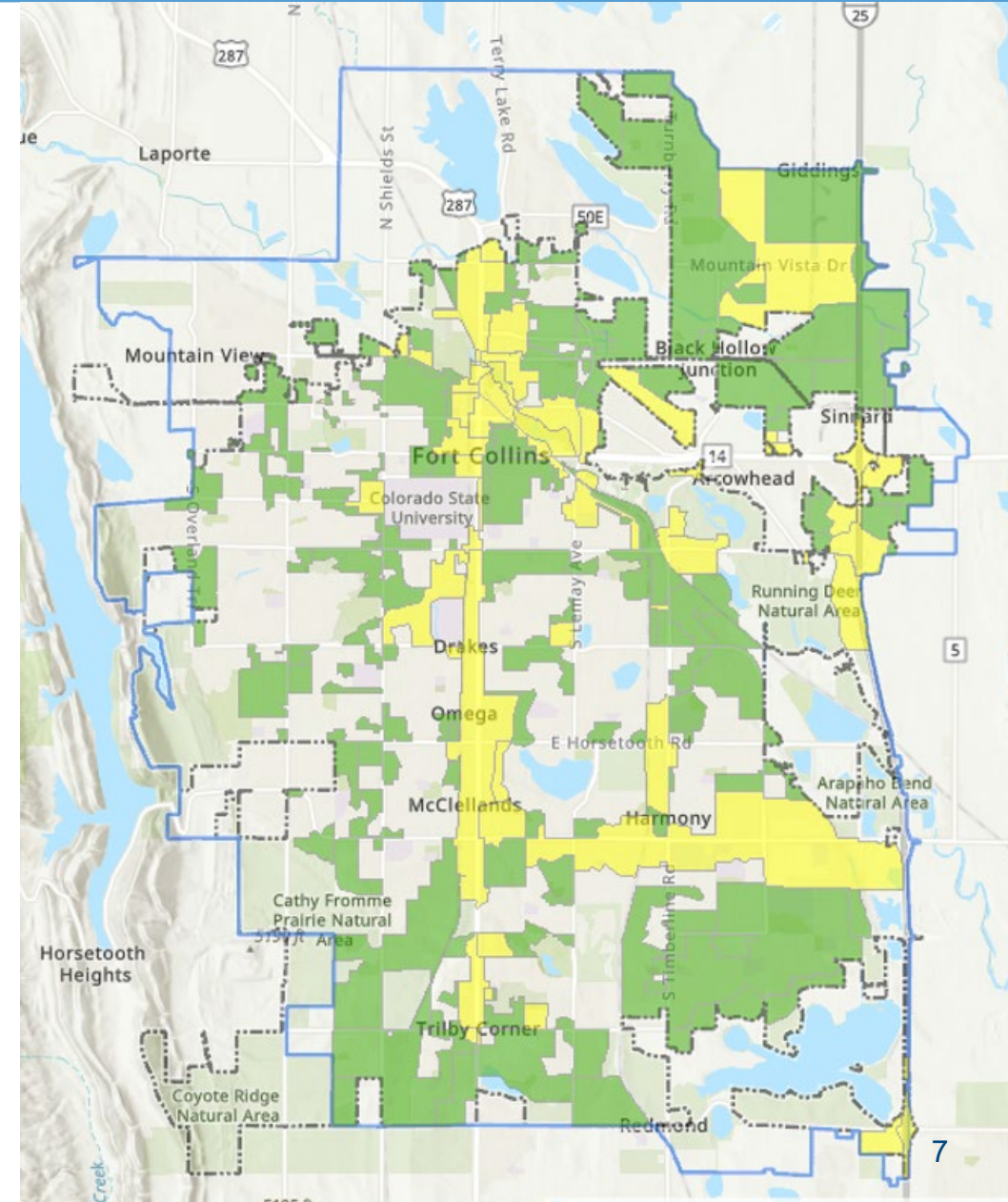


Where are STRs Allowed?

- **Primary STRs (green):**
 - Low, medium, or high density Mixed-Use Neighborhood Districts
 - Buffer District
 - Commercial Districts
- **Non-primary STRs (yellow):**
 - Commercial Districts

Address verification:

fcgov.com/shorttermrentals/str-address-lookup.php



- Short-Term Rentals are currently allowed in:
 - **Single-family dwellings**
 - Property line townhomes/single-family-attached homes
 - Hotel/motel occupancies
- STRs are **not** allowed in multi-family buildings (3+ units).
- Changing the occupancy of a multi-family building to a hotel/motel occupancy requires a building permit and may require extensive construction upgrades required by the building code. A development review may also be required. For more information on change of occupancy, contact City Planning and Building Services.
- Verify building type with the Building Department: 970-416-2757



- Must obtain a Sales Tax License/Lodging Tax License
 - These are free, and never expire as long as you're in business in Fort Collins. They also act as your business license in the City.
 - \$150 initial STR application fee (nonrefundable)
 - Valid until June 30 when all STR licenses expire. Fee is not prorated.
- \$100 annual renewal fee due on or before June 30 each year

City of Fort Collins **SALES & USE TAX/ BUSINESS LICENSE**

License Number
611762

Business Start Date
05/24/2022

Filing Frequency
Never (No Automated Tax Forms)

Valid until revoked or canceled

Business Location
NEW TEST BUSINESS 2
123 MAILING AVE 457
MAILING CITY, CO 88888

THIS CERTIFIES THAT THE LICENSEE SHOWN HEREON IS AUTHORIZED TO COLLECT SALES TAX FOR THE CITY OF FORT COLLINS, COLORADO AT THE ADDRESS INDICATED IN ACCORDANCE WITH CHAPTER 25 OF THE CITY CODE. ANY ALTERATION MADE ON THIS LICENSE WILL AUTOMATICALLY MAKE IT NULL AND VOID.

Travis Stornin
Travis Stornin
Financial Officer
City of Fort Collins

NOTICE: THIS LICENSE MUST BE CONSPICUOUSLY DISPLAYED AT THE ADDRESS SHOWN AND IS NOT TRANSFERABLE.

City of Fort Collins **LODGING TAX LICENSE**

License Number
611762

Business Start Date
02/16/2023

Valid until revoked or canceled

Business Location
123 MAILING AVE 457
MAILING CITY, CO 88888

THIS CERTIFIES THAT THE LICENSEE SHOWN HEREON IS AUTHORIZED TO COLLECT SALES TAX FOR THE CITY OF FORT COLLINS, COLORADO AT THE ADDRESS INDICATED IN ACCORDANCE WITH CHAPTER 25 OF THE CITY CODE. ANY ALTERATION MADE ON THIS LICENSE WILL AUTOMATICALLY MAKE IT NULL AND VOID.

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City of Fort Collins **NON-PRIMARY SHORT TERM RENTAL LICENSE**

License Number
611762

Date issued
02/01/2023

Expiration Date
06/30/2023

Description of Rentable Space

Business Location
123 MAILING AVE 457
MAILING CITY, CO 88888

Local Contact Information
Name: LOCAL CONTACT NAME
Phone: LOCAL CONTACT PHONE
Email: TEST@TEST.TESTING

Issues and Concerns
If you have an issue or concern with this Short Term Rental please visit: fggov.com/neighborhoodservices and click the link for Access Fort Collins to file a complaint

Travis Stornin
Travis Stornin
Financial Officer
City of Fort Collins


POST IN CONSPICUOUS PLACE

- Verify you're in an [allowable zone](#)
- Verify you're not in a multi-family building
- Ensure your HOA allows STRs
- Off-street parking
- Local contact that can be onsite within 4 hours
- Proof of Personal Liability Coverage
- For Primary STRs: proof of residency
- For Primary STRs: A signed STR License [Annual Affidavit](#)
- Proof of ownership (Only the **owner** of the property may operate the STR)
- [Self-Inspection Checklist](#)
- Photos of the rental space
- Tax Acknowledgement



Understanding tax is important!

When completing the license application, you'll be asked to read and sign this document:



Short Term Rental License Sales Tax Acknowledgement

Please read entire document

Section 15-644 of the City of Fort Collins Municipal Code on Short Term Rentals states that:

The applicant must have valid sales and use and lodging tax licenses issued pursuant to Chapter 25, Article III and IV, of the Code of the City of Fort Collins for the dwelling unit to be utilized as a short term rental.

Effective November 1, 2020 the City of Fort Collins adopted a **sales tax** ordinance for Economic Nexus and Marketplace Facilitators such as AIRBNB, VRBO, etc. [Read the Ordinance.](#)

Effective November 1, 2021 the City of Fort Collins adopted a **lodging tax** ordinance for Economic Nexus and Marketplace Facilitators such as AIRBNB, VRBO, etc. [Read the Ordinance.](#)

By signing below, I acknowledge that:

- *I have reviewed and understand the tax ordinances above.
- *I must file a sales and lodging tax return on the due date each period, even if the amount of tax owed is zero dollars.
- *If I fail to file my returns, or my returns are late, I will be charged a \$25 assessment fee, even if the amount owed is zero.
- *If I remit to persons outside of Marketplace Facilitators (i.e., personal renters) I am responsible for collecting and remitting the sales and lodging tax for those stays.
- *I must remit any **use tax** that is owed to the City of Fort Collins. Marketplace Facilitators will not remit use tax on my behalf.

Signature: *	Date: *
<input type="text"/>	<input type="text"/>

[SAVE AND RETURN TO BUSINESS CENTER](#) [NEXT](#)

Sales and Lodging Tax Information

- Like a hotel, short-term stays are taxable.

Tax Rates effective January 1, 2024 to Current:		
State of Colorado	2.90%	
Larimer County	0.80%	
City of Fort Collins	4.35%	
Total Sales Tax		8.05%
Fort Collins Lodging Tax (In addition to above)	3.00%	
Total Accommodations Tax		11.05%

- You must maintain the licenses and remit at least one return per year, even if third-party listing sites collect and remit directly
- Use tax
- Renters not from a third-party platform
- Annual sales & lodging tax return
- Submit returns: fortcollins.munirevs.com

Example of Invoice from a Personal Renter

ISSUED TO

Jack and Wendy Torrance

COMPANY NAME

The Overlook House

House #237

DESCRIPTION	QUANTITY	TOTAL
House Rental (\$100 per night)	3	\$300.00
Cleaning Fee (\$25 per day)	3	\$75.00
Red-Rum Specialty Beverage	2	COMPLIMENTARY
City of Fort Collins Sales Tax 4.35%		\$16.31
City of Fort Collins Lodging Tax 3%		\$9.00
Larimer County Sales Tax 0.55%		\$1.65
State of Colorado Sales Tax 2.9%		\$8.70
TOTAL DUE		\$410.66

***Services such as cleaning fees are taxable on City Sales Tax Returns but are exempt on Lodging Tax Returns.**

***In this example you would remit \$16.31 of Sales Tax and \$9.00 of Lodging Tax to the City on your next return due date. State and County taxes would be remitted to the respective offices.**

Registration and Application Overview

- Applications must be submitted online
- Must register in MUNirevs and submit your Sales Tax License/Business License first
- Register as new user at: fortcollins.munirevs.com
 - Confirmation with link to continue with the registration and Tax License Application.
 - Once our office has approved this license, you can log in and submit your STR application. The application will be in your business center under OPEN TASKS

Good morning,

We received your business registration for your STR at 123 MAIN AVE. The next step is for you to log in to [MUNirevs](#) and complete the STR application. It can be found in your business center:

OPEN TASKS 1

Primary Short Term Rental License

- ▶ [Read Primary Short Term Rental License Requirements \(new\)](#)
- Sales & Use Tax/Business License Application (New Business)**
- ▶ [Pending Approval: Initial Account Approval \(new\)](#)

Once you've applied, uploaded all the documents, and paid the \$150 fee, we will review for approval.

Please let me know if you have further questions.

Thank you,

[City of Fort Collins](#)
[215 North Mason St](#)
970-221-6780 office

Registration and Application Overview

- Have your documents ready to make applying easy!
- Documents can be in any format
- Only one document per upload screen – combine multiple documents
- Read and sign the electronic forms:
 - Self Inspection Checklist
 - Primary Residence Affidavit
 - Tax acknowledgment
- Pay the \$150 fee.
- Our team will review and email approval/denial within 7-10 days
- All communication is done via email.
- Annual renewal:
 - On or before June 30, regardless of application date
 - \$100 renewal fee
 - New forms & documentation required every other year



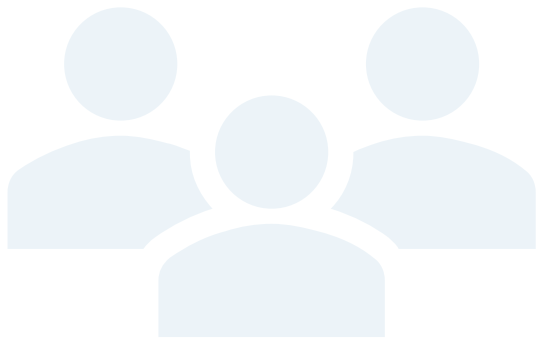
- **Illegal STR's (operating without license)**
- **Parties and excessive noise**
- **Littering**
- **Parking Issues**

Violations can be prosecuted as a misdemeanor punishable by a fine up to \$2,830.00 and/or 180-days jail.



If I have a long-term tenant renting my property, can the tenant operate a STR?

- No. You may only rent to one party at a time & only the owner may operate an STR.



What are the off-street parking requirements?

Bedrooms Rented	Off-Street Parking Spaces
1 - 2	1
3 - 4	2
5 - 6	3



Can a carriage house, one side of a duplex, or an adjacent property that I own be considered a STR?

- Yes, if it is located on a lot containing a primary residence. An adjacent property does not qualify.

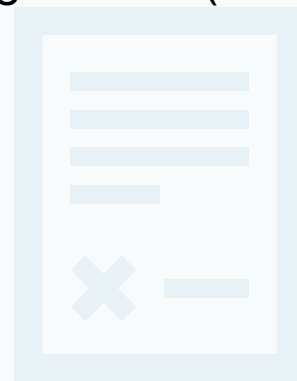


If I sell my property, will the STR license transfer to the new owner?

- No. Licenses do not transfer, the new owner would need to apply for their own license.
- If a legacy property sells, the new owner must apply for their own license within 30 days after closing, they must also meet parking requirements.

What is acceptable documentation for proof of residency for a primary STR?

- Driver's License
- Motor Vehicle Record
- Utility Bill Statement (including Cable/SAT/Internet)
- Bank or credit card statements
- Voter registration (older than 3 months)

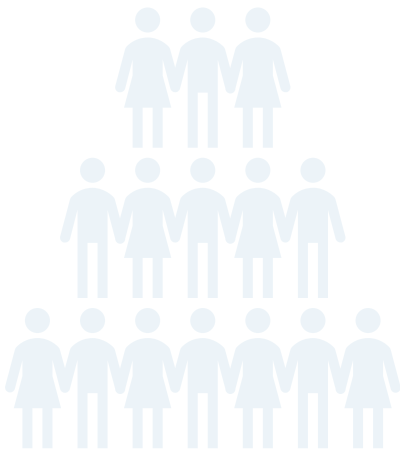


What if my property is in a zone that doesn't allow for STRs? Is there anything I can do to change that?

- You may go through the Additional Permitted Use Process (APU) with the Zoning department.
- Allows an applicant to propose a use that is not allowed in a zone district but is allowed in other zone districts within the City. Must be approved by the Planning & Zoning Board or City Council.
- Outcome is not guaranteed and may be costly to the applicant.

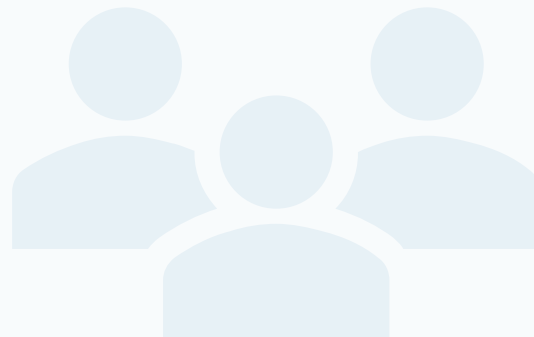
Is there a limit to the amount of people I can rent to in one booking?

- The City discussed limiting the total number of guests that can occupy a STR but ultimately did not adopt any restrictions.



Can I rent to more than one party at a time?

- No. Each rental can only have one party at a time. You may not rent out separate bedrooms to separate parties.



Does the City have a limit on how many STRs can be in operation?

- No. At this time, there is no limit on the amount of STR licenses granted





Questions?

afredericks@fcgov.com

970-221-6246



THANK YOU!

For More Information, Visit

<https://www.fcgov.com/shorttermrentals>

