



Applying for Individual Owner, Short-Term Rental Registrations Online

Registering Short-Term Rental (STR) Units for the First Time

For new registrations, follow the instructions below. For renewals, begin on page 5 under “Renewing.”

From the vailgov.com/short-term-rental-license-applications, click on the Individual Property Owners Link. Read all information. Once all application documents are printed, signed and ready to upload; click “Start The Online Application Process” to access the online registration portal.

1. Click on the New User, “Register” link. Fill in your account information. Under contact information, the “Name of Designated Local Agent” and “Local Agent Phone Number” must match the person on your Local Representative Responsibility and Authorization form. This is the name and number which will be contacted if a complaint is submitted for any of your short-term rental registrations. Once complete, select “Sign Up.”

Create a new account. [Need help?](#)

Account Information * - Required

User Name / Email Address *

Password * Confirm Password *
Applicant Name * If you are a Professional Manager, please enter your Town of Vail business license number
Address Information

Applicant Mailing Address *

Applicant City: * Applicant State * Applicant Zip *

Contact Information

If Corporation, Name of Authorized Representative Authorized Representative Phone Number

Name of Designated Local Agent * Local Agent Phone Number *

2. Enter the verification code received in your email. Then login on the home screen.

Login

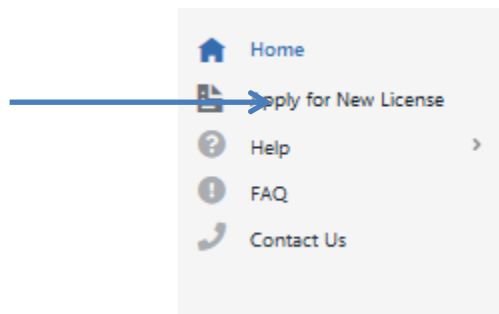
Thank you for registering. Now please login.

User Name/Email Address
ajakubiec@vailgov.com

Password
●●●●●●●●

Sign In

3. Once you are logged-in, you will select “Apply for New License” to begin submitting property registrations.



4. Search for and select the first property address you will be registering. Click “Continue.” The search function works best if you only search by street number. If the Owner name reads “null”, do not select the property. Be sure the unit number on this address matches the County Assessor’s address for the unit. Some units have a mailing address which varies from the legal address of record.

Apply for License

Property Selection License Details Document Upload Review

Search and select the property you would like to apply/renew the license for.

Owner	Address	Parcel No.
<input type="radio"/> null	2189 CHAMONIX Vail, CO 81657	null
<input type="radio"/> WESTRA FAMILY TRUST	2189 CHAMONIX LN #1W Vail, CO 81657	210311405001
<input type="radio"/> MICHAEL & CHARLOTTE JOY CHRISTOPHER TRUST, MICHAEL CHRISTOPHER & CHARLOTTE JOY CHRISTOPHER TRUSTEES	2189 CHAMONIX LN #1E Vail, CO 81657	210311405002
<input checked="" type="radio"/> TOWN OF VAIL	2189 CHAMONIX LN #2W Vail, CO 81657	210311405003
<input type="radio"/> TOWN OF VAIL	2189 CHAMONIX LN #2E Vail, CO 81657	210311405004

1 2

Continue >

Do not select "null" owners



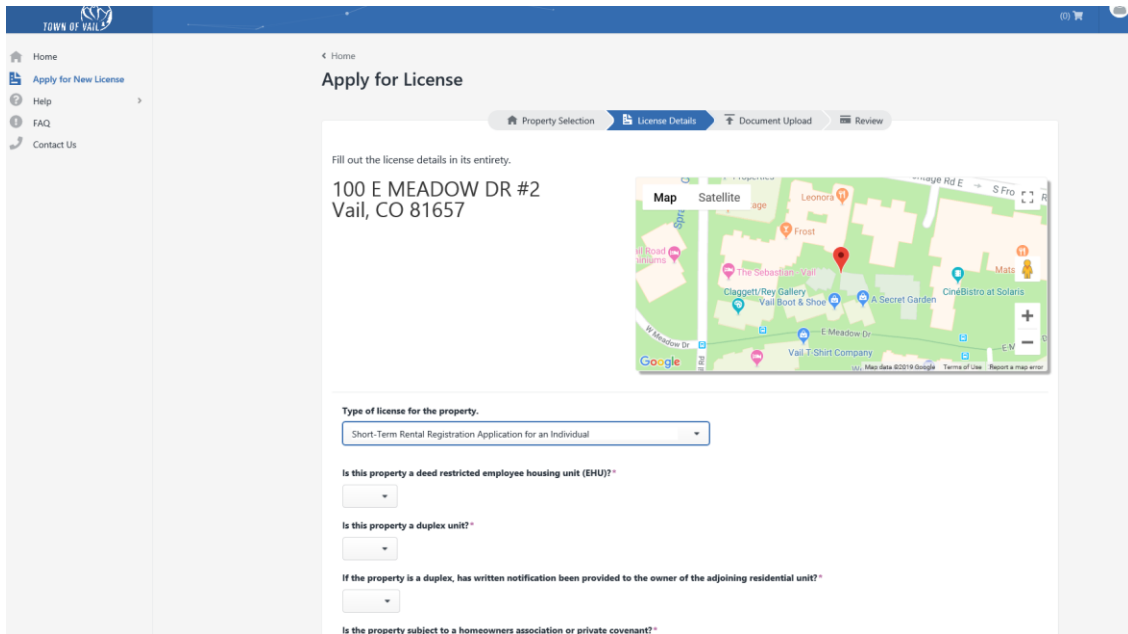
5. Select the property you are registering and click continue. Below is an example.

TOWN OF VAIL 100 E MEADOW DR.#2 Vail, CO 81657 210108261002

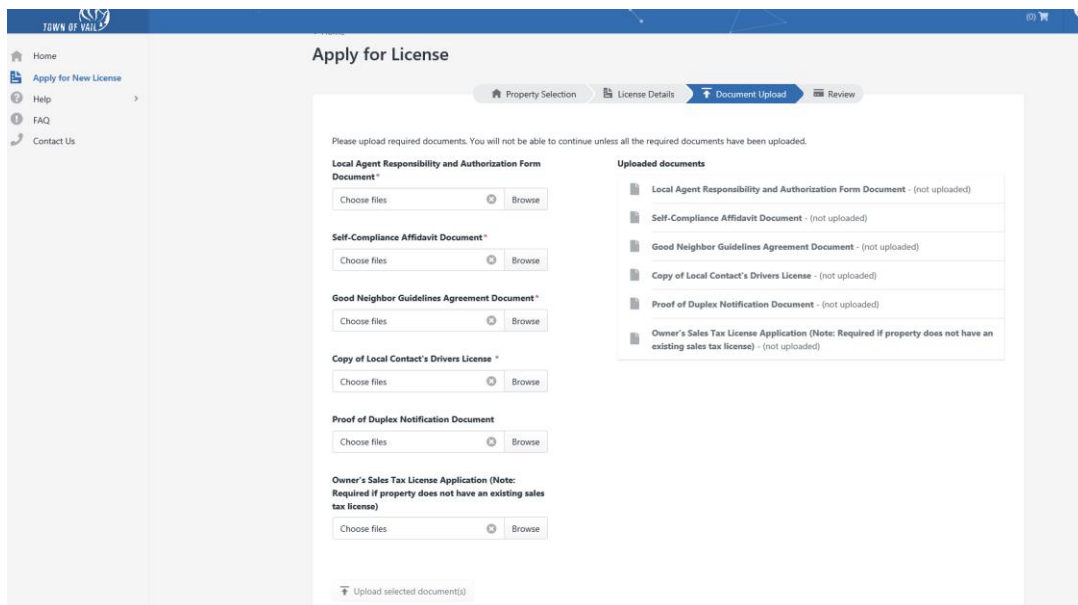
1 2 3 4 5 ...

Continue >

6. Once you have selected a property, you will be asked what type of registration you need for the property. Select "Short-Term Registration Application for an Individual." Answer all of the questions about the property and click continue at the bottom of the page when finished.



- Next, upload all of the documents listed. Ensure all of the documents are filed out in full and are correct. Click “Continue” at the bottom of the page when finished.

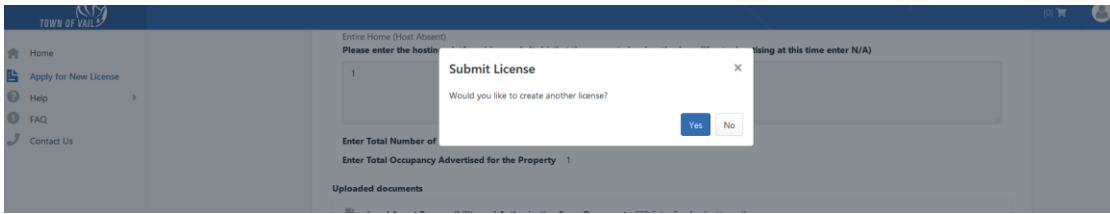


- Once all documents are uploaded, select continue. Review all information for accuracy, at the bottom, select the correct Registration Fee.

Registration Fee:
\$150.00 - Individual
\$10.00 - Professionally-Managed
\$5.00 - Professionally-Managed with local agent onsite 24/7
 \$150.00

Back Submit

- The system will then ask if you need to apply for another registration or not. If not, you will now be able to pay the registration fee(s).



- You can now review all of the registrations you are going to submit a payment for. Click “Pay Now” to proceed.

****IMPORTANT**** If there are duplicates or errors in your shopping cart, you will need to contact Matthew VanEyll – (970) 477-3515 - MVaneyll@vailgov.com – to make a correction.

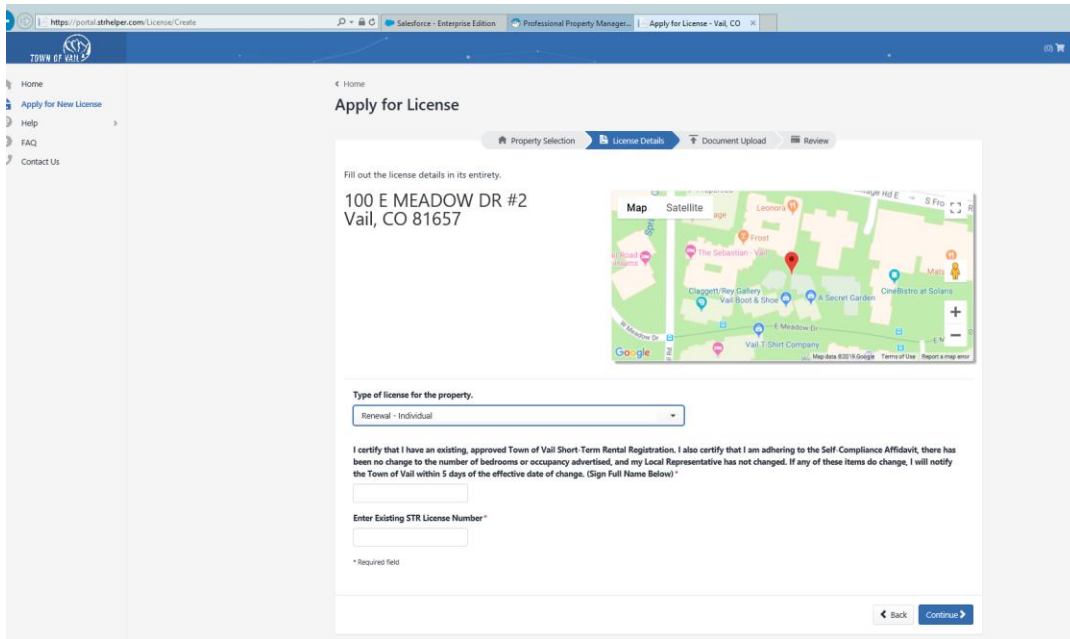


- You will now be sent to the payment portal. You can either pay by electronic check or credit card.

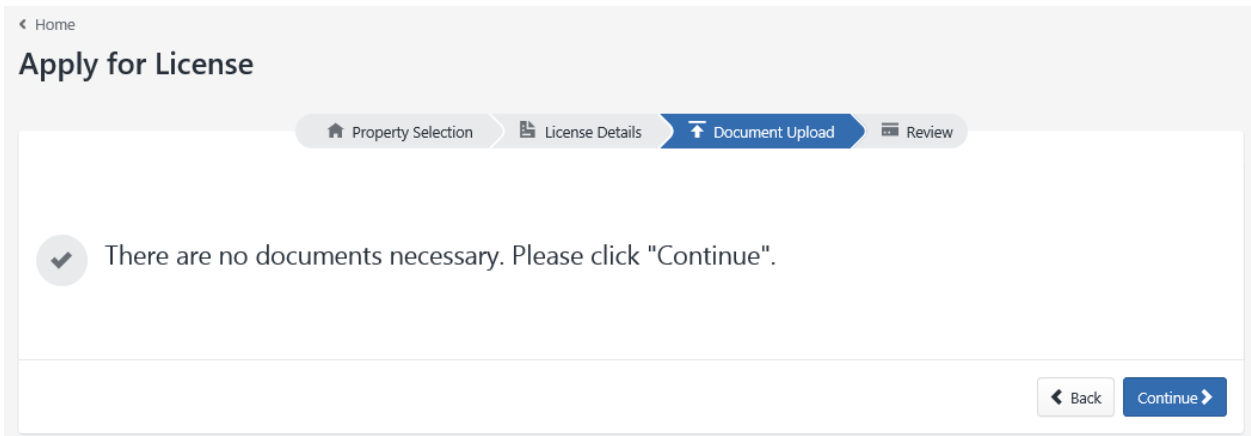
Renewing:

- Login with the default username and password you were emailed for the renewal registration process. If you did not receive one, email or call Short-Term Rental Specialist Matthew VanEyll at (970) 477-3515 - MVaneyll@vailgov.com . Follow steps 3 through 5 once you are logged in. Once you have selected a property, you will be asked what type of registration you need for the

property. Select “Renewal- Individual.” Answer all of the questions and click “Continue” at the bottom of the page when finished.



13. Next is the document upload screen. Click “Continue” since there are no documents needed to upload if nothing has changed from your previous registration process from last year.



14. Review the information you are submitting and the registration fee will be selected as a default.

License Type Renewal - Individual

I certify that I have an existing, approved Town of Vail Short-Term Rental Registration. I also certify that I am adhering to the Self-Compliance Affidavit, there has been no change to the number of bedrooms or occupancy advertised, and my Local Representative has not changed. If any of these items do change, I will notify the Town of Vail within 5 days of the effective date of change. (Sign Full Name Below)

1

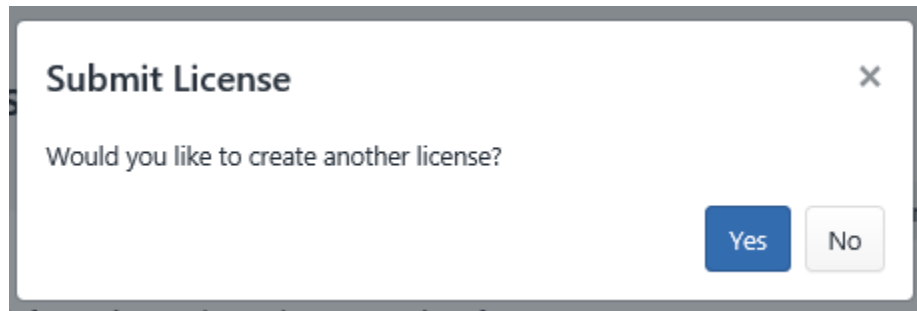
Enter Existing STR License Number 1

Registration Fee:
\$150.00 - Individual Renewal

\$150

[← Back](#)
[Submit](#)

15. You will now be asked to if you would like to create another registration. Click yes to renew or register another property, or click no to continue to the payment portal.



16. You can now review all of the registrations you are going to submit a payment for. Click “Pay Now” to proceed.

← Home

Shopping Cart

Bill	Description	Amount
BCB-0154	License Fee for the Property at 100 E MEADOW DR #2 ,Vail, CO 81657	\$150.00
Grand Total		\$150.00

Method of payment

[Pay Now](#)

17. You will now be sent to the payment portal. You can either pay by electronic check or credit card.

18. Once you have completed the renewal and payment, staff will process your information and email you your registration certificate, or email you for additional information if needed.