



Applying for Professionally Managed, Short-Term Rental Registrations Online

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

If you have been registered as a local agent/representative for a short-term rental prior to March 1st 2019, a registration portal login and password will be sent to your email on file with the Town. Once received, please follow the Renewal Instructions starting on page 6.

From the vailgov.com/short-term-rental-license-applications, click on the Professional Property Managers 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 *

Sign Up

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

Login

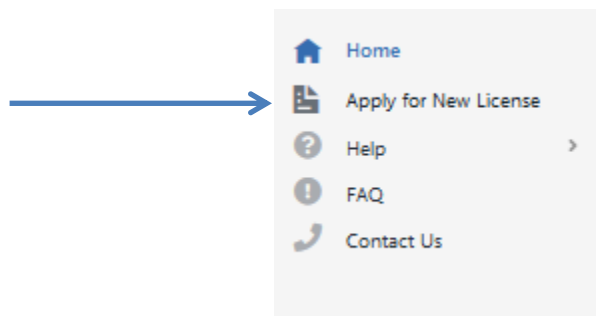
Thank you for registering. Now please login.

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.

Do not select “null” owners

Apply for License

Property Selection | License Details | Document Upload | Review

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

2189

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

5. The type of license for the property will be “Registration Application For Professionally Managed Properties – MASTER.”

Type of license for the property.

Choose a license type...

This should only be used for the first property registered. You will only need to upload your signed application documents with the first property registration, the Town will attach these to all other properties applied for. After clicking continue, complete all questions and fields required on the application.

Fill out the license details in its entirety.

2189 CHAMONIX LN #2W
Vail, CO 81657



Type of license for the property.

Registration Application for Professionally Managed Properties - MASTER

Is this property a deed restricted employee housing unit (EHU)?*

No

Is this property a duplex unit?*

No

If the property is a duplex, has written notification been provided to the owner of the adjoining residential unit?*

N/A

Is the property subject to a homeowners association or private covenant? *

Yes

Please select a statement below that applies to the property *

- The property is subject to a homeowners association or private covenant and the operation of a short-term rental does not require approval by the homeowners association or covenant beneficiary
- The property is subject to a homeowners association or private covenant and the operation of a short-term rental has been approved by the homeowners association or covenant beneficiary
- The property is not subject to a homeowners association or private covenant

6. Select Continue to go to the document upload screen. Here you will upload completed, signed and/or notarized copies of the required application documents from the vailgov.com website: Local Representative Responsibility and Authorization Form, Notarized Self-Compliance Affidavit, Good Neighbor Guidelines, A Copy of The Local Representative’s Driver’s License, and a Sales Tax License Application—signed by each property owner—if required. Documents must be less than 3mb in size.

Property Selection License Details Document Upload Review

Please upload required documents. You will not be able to continue unless all the required documents have been uploaded.

Local Agent Responsibility and Authorization Form Document *

Choose files Browse

Self-Compliance Affidavit Document *

Choose files Browse

Good Neighbor Guidelines Agreement Document *

Choose files Browse

Copy of Local Contact's Drivers License *

Choose files Browse

Proof of Duplex Notification Document

Choose files Browse

Owner's Sales Tax License Application (Note: Required if property does not have an existing sales tax license)

Choose files Browse

Upload selected document(s)

Uploaded documents

- Local Agent Responsibility and Authorization Form Document - (not uploaded)
- Self-Compliance Affidavit Document - (not uploaded)
- Good Neighbor Guidelines Agreement Document - (not uploaded)
- Copy of Local Contact's Drivers License - (not uploaded)
- Proof of Duplex Notification Document - (not uploaded)
- Owner's Sales Tax License Application (Note: Required if property does not have an existing sales tax license) - (not uploaded)

Back Continue

- Once all documents are uploaded, select continue. Review all information for accuracy, at the bottom, select the correct Registration Fee. Fees are \$5.00 when the local representative/ property manager is located on-site 24/7; and \$10.00 for units without on-site management.

Registration Fee:

\$10.00 - Professionally-Managed

\$5.00 - Professionally-Managed with local agent onsite 24/7

\$10

\$5

Back Submit

- Select submit to send the fee to your cart. You will be asked if you would like to create another license. To register additional properties, select yes.

Submit License



Would you like to create another license?

Yes No

9. This will take you back to the screen to select another address, as in step 4. For the next license type, you will select “Registration Application for Professionally Managed Properties – Additional Properties.”

Type of license for the property.

Registration Application for Professionally Managed Properties - Additional Property ▾

Use this for all applications after the “MASTER” application. This application type does not require you to re-upload any documents. Repeat steps 6, 7, and 8 for all addresses you would like to register. At your last registration, on step 8, select “No” when asked to create another license. This will take you to your shopping cart to check out.

Shopping Cart

Bill	Description	Amount
BCB-0118	License Fee for the Property at 2189 CHAMONIX LN #2W ,Vail, CO 81657	\$10.00
BCB-0119	License Fee for the Property at 2189 CHAMONIX LN #2E ,Vail, CO 81657	\$10.00
Grand Total		\$20.00

Method of payment

Pay Now


****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.

-To correct the errors on the back end.

If everything is correct, select Pay Now to enter your credit card or checking information. After your applications are approved, the Town will send you an approval email with PDF copies of your registrations.

Renewing Existing Short-Term Rental Registrations/Licenses

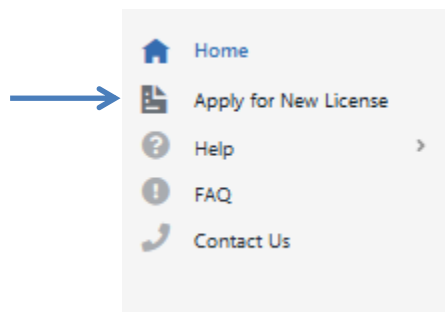
- At vailgov.com/short-term-rental-license-applications, click on the Professional Property Managers Link. Please complete the “Short-Term Rental Registration Renewal List.” Please list all Addresses, Registration Numbers, Sales Tax License Numbers, and Owners on this list which you wish to renew. Only existing, approved registration/licenses can be renewed this way.

 Short-Term Rental (STR) Professional Property Manager Registration <u>List (Use additional pages as needed)</u>			
Property Manager's Name and Vail Business License #:		Date:	
Legal Property Address (Must Match Eagle County Assessor)	Existing Short-Term Rental Registration Number (Begins with letters STL)	Owner Name(s)	Individual Sales Tax License Number (Four digit Number)

- From the Vailgov.com website, click on the link “START THE ONLINE APPLICATION PROCESS” or go to: <https://portal.strhelper.com/account/login?municipality=a0037000006n9ja>

Login to the portal using the username and password you registered before or was created and emailed to you.

- Select “Apply for New License” to begin the renewal.



- Search for and select the first property address on your renewal list. Click continue. The search function works best if you only search by the street number. If the Owner name reads “null”, do not select the property. Be sure the unit number on the 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.

2189

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
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<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 →

- Under Type of License for the property, select “Renewal - Professionally Managed.”

Type of license for the property.

Renewal - Professionally Managed

- Read and sign the certifications on the renewal page with your digital signature. Enter the number of renewals on your list. Select Continue.

I certify that these properties have existing, approved Town of Vail Short-Term Rental Registrations. I also certify they are adhering to the Self-Compliance Affidavit, there have been no changes to the number of bedrooms or occupancy advertised for any of these properties, and the Local Representative has not changed for any of these properties. 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 in Box Below) *

Matthew VanEyil

I acknowledge that if I am registering new properties that are not renewals, I will apply for new registrations from the main portal dashboard screen by clicking “apply for new license”; and after searching for the new property, choosing “Short-Term Rental Registration Application For Professionally Managed Properties,” and completing the registration process. (Sign Full Name in Box Below) *

Matthew VanEyil

How many short-term rental registrations are you renewing? *

10

* Required field

Back Continue


7. Upload a copy of your Registration list and continue.

Please upload required documents. You will not be able to continue unless all the required documents have been uploaded.

Short-Term Rental Registration List *

Choose files

Uploaded documents

 Short-Term Rental Registration List - (not uploaded)

8. Calculate the appropriate fee for your renewals:

Number of Managed Units with a 24/7 On-Site Manager :	_____ X \$5.00	=	_____
Number of Managed Units without an On-Site Manager:	_____ X \$10.00	=	_____
Total Registration Fee:		=	_____

Enter the registration fee due in the box. Incorrect calculations and payments will delay the renewal process.

Registration Fee:

Please calculate and enter the appropriate renewal fees. Fees are \$10.00 per unit renewed or \$5.00 per unit with a 24/7, on-site property manager. Incorrect fee payments will delay the renewal process.

\$

9. When asked to create another license, select no. This will take you to the page to check out. No other registration applications are necessary to complete the renewal. The Town will use your submitted list to renew all properties included.

If you have any questions or concerns about this process, please contact Matthew VanEyll – (970) 477-3515 MVaneyll@vailgov.com