



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

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 person whose physical address of residence is **within** an hour's travel time to the registered STRs' street addresses to serve as the 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 agent, as long as their physical address of primary residence is **within** an hour's travel time 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
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Representative Responsibility:

As the 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. 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 police staff, and will be listed under the short term rental registration and posted for renters within the interior of each STR unit.

Representative Signature	Printed Name	Date
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Any change of the agent or modification of contact information must be furnished to the town within five (5) days of effective date of change.