



# Change of Information

## VACATION HOME (VH) LICENSE

### REQUIRED FIELDS

Homeowner Name: \_\_\_\_\_

Vacation Home Business Name: \_\_\_\_\_

Vacation Home Physical Address: \_\_\_\_\_

Yes  No, Does a Home Business (Non VH) Operate at this Location?

Yes, All VH Correspondence Be Sent to the Local Rep./Property Mgr.

Copy of CO Sales Tax License Enclosed

### ONLY COMPLETE FIELDS WHERE A CHANGE HAS OCCURRED

Homeowner Mailing Address: \_\_\_\_\_

Mailing City: \_\_\_\_\_ Mailing State: \_\_\_\_\_ Mailing Zip: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Homeowner/Cell Phone: \_\_\_\_\_

Homeowner Email: \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

CO Sales Tax License # \_\_\_\_\_ Sales Tax Reporting Name \_\_\_\_\_

### Local Representative/Property Manager

**\*\*Complete the following section ONLY if a change has occurred\*\***

Name: \_\_\_\_\_ Email (required): \_\_\_\_\_

Bus. License #: \_\_\_\_\_ Business Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Physical Address: \_\_\_\_\_

By signing & initialing below as homeowner & property manager, I acknowledge:

- I am responsible for renewing the vacation home license by the January 31<sup>st</sup> each calendar year.
- I am responsible for notifying the Town of Estes Park of any change in the status of this vacation home (e.g., change in property manager, no longer operating as a vacation home, change in ownership, etc.).
- I must abide by all Estes Park Municipal Codes and Estes Park Development Codes.
- I have read and understand, EPMC Chapters 5.20 & 14.12, EPDC Chapter 5.1, Local Marketing District and sales tax information.
- **Initial:** \_\_\_\_ / \_\_\_\_ I understand all deadlines associated with the application process shall be met and, if not met will result in the application being deemed incomplete and a vacation home license shall not be issued.
- **Initial:** \_\_\_\_ / \_\_\_\_ I understand all communication from the Town of Estes Park will be done by email and maybe subject to spam filters (e.g., VH updates, renewal notices).
- This vacation home is subject to commercial utility rates for the current calendar year, and sales tax collection and remittance.
- I agree to have my email address included in the Town of Estes Park Public Information and Estes Valley Fire Protection District email lists, and I am responsible for notifying renters of relevant important information. It is my responsibility to seek out and relay information concerning the safety of the renters and the community, through any and all available sources.
- The information stated above is, to the best of my knowledge, true and correct and any changes to the information have been noted on the change form.
- All information contained on this form is public information.

X \_\_\_\_\_ / \_\_\_\_\_  
Homeowner's Signature / Date

X \_\_\_\_\_ / \_\_\_\_\_  
**\*\*Local Representative/Property Manager's Signature / Date**

**RETURN TO: [townclerk@estes.org](mailto:townclerk@estes.org), Town Clerk's Office, P.O. Box 1200, Estes Park, CO 80517**

FOR OFFICE USE ONLY: LICENSE #: _____ CLERK: _____ DATE: _____		
Notes: _____		<input type="checkbox"/> EMAIL TO CONSTANT CONTACT