



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 below, I acknowledge:

- I am responsible for renewing the vacation home license by the January 31st 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.
- This vacation home is subject to commercial utility rates for the current calendar year, and sales tax collection and remittance.
- 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).
- 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.
- If applicable I confirm my previous statement of Lawful Presence as a sole proprietor and have provided proof to that effect.
- 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, Town Clerk's Office, P.O. Box 1200, Estes Park, CO 80517

FOR OFFICE USE ONLY: LICENSE #: _____ CLERK: _____ DATE: _____

Notes: _____ EMAIL TO CONSTANT CONTACT