



Vacation Home/Bed & Breakfast Withdrawal & Utility Rate Change Form

****To be completed by the Owner of Record****

DATE OF REQUEST: _____

HOMEOWNER NAME: _____

LOCATION ADDRESS: _____ Unit # _____

TELEPHONE NUMBER: _____

EMAIL: _____

REASON FOR WITHDRAWAL: Check all that apply

- | | | |
|--|---|---|
| <input type="checkbox"/> No longer operating | <input type="checkbox"/> New owner | <input type="checkbox"/> Life Safety Inspection |
| <input type="checkbox"/> Workforce Housing Linkage Fee | <input type="checkbox"/> Increase in Lodging & Accommodations Tax | |
| <input type="checkbox"/> License not actively used | <input type="checkbox"/> Too many regulations | <input type="checkbox"/> Other _____ |

By signing below, you are confirming the above address is no longer securing a vacation home /bed & breakfast license and request the utility rates be changed to residential. Any future use as a vacation home/bed & breakfast will require a new application.

SIGNATURE: _____

Internal Use Only

(Do Not Write Below This Line-This section to be completed by staff)

To be completed by Utility Billing:

Individual Water Meter: ☐ Yes

Location ID: _____ Date of Conversion: _____

Utility Billing Department Approval: _____

To be completed by the Town Clerk's Office:

VH: ☐ B&B ☐

License number: _____ Date made inactive: _____

Department Notification: ComDev/Building: ☐ CEO: ☐ LODGINGRevs: ☐

Initials: _____

RETURN TO: townclerk@estes.org, Town Clerk's Office, P.O. Box 1200, Estes Park, CO 80517