



# Change of Information

## BED & BREAKFAST (B&B) LICENSE

### REQUIRED FIELDS

Owner Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

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

☐ All B&B Correspondence Be Sent to the On-site Manager.

☐ To Receive Correspondence Electronically

☐ Copy of CO Sales Tax License Enclosed

### ONLY COMPLETE FIELDS WHERE A CHANGE HAS OCCURRED

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

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

Business Phone: \_\_\_\_\_ Owner/Cell Phone: \_\_\_\_\_

Owner Email: \_\_\_\_\_

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

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

### On-Site Manager (if applicable)

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

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

Business Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

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

By signing below, I acknowledge:

- I am responsible for renewing the B&B 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 B&B (e.g., change in on-site manager, no longer operating as a B&B, 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 B&B is subject to commercial utility rates for the current calendar year, and sales tax collection and remittance.
- **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 bed & breakfast 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).
- 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 guests of relevant important information. It is my responsibility to seek out and relay information concerning the safety of the guests 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 \_\_\_\_\_ / \_\_\_\_\_

Owner's Signature / Date

X \_\_\_\_\_ / \_\_\_\_\_

**\*\*On-Site 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: \_\_\_\_\_ ☐ EMAIL TO CONSTANT CONTACT