



**Garden
Spot of
Colorado**

Short-term Rental Business License Renewal 2025

807 Mountain Avenue | PO Box 1229 | Berthoud, CO 80513 | O: 970.532.2643 | F: 970.532.0640 | Berthoud.org

Per the Berthoud Development Code, Section 30-3-113, a short-term rental business license is valid for one year and is subject to annual license renewal. Failure to complete the license renewal shall be cause for revocation of the license approval. In determining whether to renew a short-term rental business license, the Town will consider the history of any violations of the short-term rental business license and any documented complaints from nearby property owners or lessees.

Short-term Rental Business License Renewal application fee is \$150.00. Payment by check only, made out to Town of Berthoud.

Short-term Rental Business Licenses expire on December 31st each year.
License renewal applications must be completed by **December 1, 2025**.

Date: _____

Renewal of Short-term Rental Business (STR) License # _____

Rental Property Information

Rental Property Address _____

Have there been any physical changes (i.e. additions made to the home, renovations, basement finish, new deck, etc.) made to the rental property over the course of the last year (September 2024 – December 2025)? Yes No

If you selected yes, please provide a summary of what has changed.

Property Owner Information

Name(s) _____

Have there been any changes made to the contact information for the Property Owner(s) over the course of the last year (September 2024 – December 2025)? Yes No

If you select yes, please provide the updated information below:

Mailing Address _____

Physical Address (if different from Mailing Address) _____

Primary Phone Number _____ Primary Email _____



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Property Manager Information

Please select one: _____ Property Owner serves as the Property Manager.

_____ Management services are provided by a Property Management Company or Person.

Have there been any changes made to the contact information for the Property Manager over the course of the last year (September 2024 – December 2025)? Yes No

If you selected yes, please provide the updated information below.

Please note: Any changes in property management, including contact information or property management company, will trigger the requirement for an updated Operations Manual Coversheet and updated STR Business License. These documents will be updated by Staff and provided to the property owner upon receipt of the new information. The previous or old Operations Manual and STR Business License will need to be replaced within the STR with the updated documents prior to the required annual renewal Life Safety Inspection.

Property Manager Name _____

Property Management Company _____

Mailing Address _____

24-Hour/Emergency Phone Number _____ 24-Hour Email _____

Signatures are required for ALL Property Owners.

By signing this Short-term Rental Business License Renewal Application, I represent that all information contained in this application is true and correct to the best of my knowledge and acknowledge and agree to abide by the requirements and restrictions of the Town of Berthoud Municipal Code as it pertains to Short-term Rentals (STR) and the limitations of my Short-term Rental Business License approval.

Property Owner Name (Printed) _____

Property Owner Signature _____

Date _____

Property Owner Name (Printed) _____

Property Owner Signature _____

Date _____

Property Owner Name (Printed) _____

Property Owner Signature _____

Date _____