



Short-Term Rental Licensing Guide

If you are interested in renting your home for a period of less than 30 consecutive days, you qualify as operating short-term rental lodging within the Town of Breckenridge. Short-term rental is synonymous with 'Accommodation Unit,' which is the formal definition of short-term rental in Town code.

As an owner of a short-term rental property, you are required to obtain an accommodation license, pay for both the accommodation unit license and administrative fee, and remit taxes on the gross sales received from your short-term rental. This license number is required to be listed in your online advertisements.

1. Obtain an Accommodation Unit License from the Town of Breckenridge by completing the Accommodation Unit Information Form
2. Pay for the applicable license:

| | |
|---------------------------|----------|
| Studio Unit | \$75.00 |
| One-Bedroom Unit | \$100.00 |
| Two-Bedroom Unit | \$125.00 |
| Three-Bedroom Unit | \$150.00 |
| Four or More Bedroom Unit | \$175.00 |
3. Pay for the applicable fee:

| | |
|---------------------------|----------|
| Studio Unit | \$25.00 |
| One-Bedroom Unit | \$30.00 |
| Two-Bedroom Unit | \$35.00 |
| Three-Bedroom Unit | \$100.00 |
| Four or More Bedroom Unit | \$150.00 |
4. Be Aware of the Tax Rate to Collect: **Total of 12.275%**
 - a. Town of Breckenridge, sales tax – 2.5%
 - b. Town of Breckenridge, accommodations tax – 3.4%
 - c. State of Colorado – 2.9%
 - d. Summit County – 2%
 - e. Summit County Combined Housing Authority-0.725%
 - f. Mass Transit District – 0.75%
5. Post your Short-Term Rental License Number on all advertising (print, online, etc.)

6. Submit your monthly or quarterly taxes to the following agencies:
 - a. Town of Breckenridge-5.9%
 - b. State of Colorado (State Sales Tax, Summit County, Summit Combined Housing Authority, Mass Transit District) – 6.375%
7. Other requirements
 - a. Adhere to special conditions of license:
 - i. Parking
 - ii. Trash
 - iii. Noise
 - iv. Nuisance
 - v. Minimum Health and Safety Standards
 - vi. Right to inspection
 - vii. Taxes paid
 - viii. Owner liability for complying with special conditions
 - ix. Licensee to post license and special conditions within 5 feet of the main entrance
 - b. Responsible agent: Management Company, rental agent, or individual who is identified by a licensee as the licensee's responsible agent. The responsible agent must be available twenty four (24) hours per day, seven (7) days per week, to respond to any complaint filed with or through the Town, or a website provided by the Town for such purpose, about the operation or condition of the licensee's accommodation unit. Such responsible agent shall respond to a complaint within a sixty (60) minutes of receiving notice of such complaint.

For more information please visit www.strhelperbreck.com