



SHORT TERM RENTALS

FREQUENTLY ASKED QUESTIONS

updated 1/8/2021

PLEASE VISIT [BROOMFIELD.ORG/COVID](https://www.broomfield.org/covid) FOR CURRENT GUIDELINES

What is a Short Term Rental?

Short Term Rental means the rental of all or a portion of the property owner's principal residence for less than 30 days. Common examples of Short Term Rental platforms are Airbnb and VRBO.

Do I need a license to advertise or operate a Short Term Rental?

Yes. The property owner must obtain a Short Term Rental License, as well as a Sales Tax License and a Lodging Tax License. These licenses are required before advertising or renting a short term rental. The Short Term Rental License number shall be posted in all advertisements.

What if I am not the only owner of the property or the property is in a trust? All owners need to sign and submit an acknowledgement to show they are aware and agree that the property will be used as a Short Term Rental. **If the property is part of a trust**, documents must also be submitted to show the applicant is a beneficiary of the trust and all beneficiaries must sign the acknowledgement to show they are aware and agree that the property will be used as a Short Term Rental.

What if I am part of a Homeowners Association (HOA)? Check your HOA agreement to see whether short term rentals are allowed in your association.

Do I need to pay additional taxes on my Short Term Rental?

Yes, 4.15% shall be collected for Sales Tax and 1.5% shall be collected for Lodger's Tax. Please visit [Broomfield.org/SalesTax](https://www.broomfield.org/SalesTax) for tax filing procedures.

How many people may I rent my residence to?

The maximum number of renters for a Short Term Rental is dependent on the dwelling units square feet of indoor livable space. See restrictions below for calculations.

Can I run a Short Term Rental from a house I am not living in?

Short Term Rentals may only be run out of the property owner's principal residence. The requirements of a principal residence are as follows:

- The property owner must reside in the dwelling for more than half of the year.
- The entire property must not be advertised for rent for more than 20 days in any month.
- The spouse or domestic partner of the property owner must not have a different dwelling where they live for more than half of the year.
- The property owners driver's license, voter registration, and all dependents' school registration must show the address of the dwelling being rented.
- The Broomfield County Assessor's Office must show the property owner's mailing address as the address of the dwelling being rented.

Are there consequences for non-compliance with [Broomfield Municipal Code](#)?

Yes, any non-compliance may result in a show cause hearing or revocation of the short term rental license. Further, any person who willfully fails to comply with any of the provisions of B.M.C. 5-39 shall be deemed guilty of a misdemeanor and, upon conviction, shall be punished as provided in chapter 1-12, B.M.C. To access the Broomfield Municipal Code, visit library.municode.com/co/broomfield/codes/municipal_code

Who notifies renters of applicable restrictions and laws?

The property owner is responsible for notifying all occupants of applicable restrictions and requirements. To communicate this information please see an example Renter's Guide on our website at [Broomfield.org/ShortTermRentals](https://www.broomfield.org/ShortTermRentals)

Where can I find more information regarding Short Term Rentals?

The City and County of Broomfield's website for short term rental, <https://www.broomfield.org/2857/Short-Term-Rentals>. You may also email questions to cityclerk@broomfield.org

RESTRICTIONS

- **Principal Residence** - Short term rental of a residence which is not the principal residence of the property owner is prohibited. Only the registered property owner may apply for a Short Term Rental License.
- **Occupants** - the maximum occupancy for Short Term Rentals is as follows:
 - 2,000 square feet or less of interior living space = maximum 4 renters
 - over 2,000 and less than 2,500 square feet of interior living space = maximum 6 renters
 - 2,500 square feet or more of interior living space = maximum 8 renters
- **Vehicles** - no more than four vehicles associated with short term renters shall be parked at any one time on or nearby the property, with a maximum of two vehicles parked on the street.
- **Disturbing the peace and noise** - Short term renters shall comply with Chapter 9-34 Disturbing the Peace and Noise Chapter 9-36 of the Broomfield Municipal Code.
- **Residential Character** - All Short Term Rentals shall maintain the residential character of the neighborhood.

APPLICATION PROCESS

- **Short Term Rental License** - The application may be found at [Broomfield.org/ShortTermRentals](https://www.broomfield.org/ShortTermRentals). Completed

applications must be submitted to the City Clerk's Office with a copy of a state issued I.D. which shows the address of the property to be licensed and non-refundable payment of \$100. If approved, the license will be valid for 5 years from the date of issuance. Contact the City Clerk at cityclerk@broomfield.org or 303.438.6332 for questions.

- **Sales and Lodging Tax Licenses** - The Sales and Lodging Tax Licenses will be reviewed by the Sales Tax Division. This application may be found at Broomfield.org/SalesTax. Contact the Sales Tax Division at salestax@broomfield.org or 303.464.5811 for questions.

DISCLAIMER

This document is intended to provide a brief explanation of Short Term Rental regulations in the City and County of Broomfield. Due to space limitations, only select portions of the Broomfield regulations have been included here. This FAQ sheet should not be relied upon as a final source of information. Always refer to the [Broomfield Municipal Code](#) to get complete and up-to-date information concerning Broomfield ordinances and regulations.