



# PLANNING + NEIGHBORHOOD SERVICES

## Land Use Review

### Owner Occupied Short-Term Rental Annual Affidavit

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All rental properties located within the City of Colorado Springs must have a valid short term rental license issued by the City of Colorado Springs and must abide by the city’s rental licensing requirements prior to leasing any rental property, or room(s) within a property, to another person or persons (City Code Section 7.5.1704).

According to Ordinance 19-101, short-term rental units in single-family zone districts must be the operator’s principal residence and the operator must be on the deed to property on which the dwelling unit to be rented is located. An owner occupied permit is defined as the primary place of residency of the owner for not less than 185 days per year, with exceptions for military personnel.

By signing below, I, \_\_\_\_\_ (Printed Name), swear under penalty of perjury that I am the owner or beneficiary of the property and **this is my primary residence** as defined above:

\_\_\_\_\_ (address of STR). **I acknowledge that I am to notify the City of Colorado Springs Planning Department within three (3) days if I move and this address is no longer considered my primary address.** I understand that my short term rental license may be revoked at any time if I am found to not be in compliance with City Code Section 7.5.1706.

I acknowledge that this Affidavit is a “public record” and if I make a false entry or representation in this Affidavit, then I will commit a violation of City Code Section 9.3.104. I have carefully considered the contents of this Affidavit before signing. I affirm that the contents are true to the best of my knowledge.

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Owner

#### Notary Certificate

State of Colorado

County of El Paso

The foregoing certification was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_, by \_\_\_\_\_.

Witness my hand and official seal.

My Commission Expires: \_\_\_\_\_

\_\_\_\_\_  
Notary Public