

## VACATION RENTAL NEIGHBOR NOTIFICATION

DATE: \_\_\_\_\_

To: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I, \_\_\_\_\_, am hereby notifying you of my intent to use my property, located at \_\_\_\_\_, as a Short Term Rental (STR) property. In Compliance with Archuleta County Land Use Regulation LUR 5.5.6.4(4), I am providing you notice of my STR intent along with 24-hr responsible party contact information. If at any time you have concerns in regard to this STR property, or guests, please contact the owner/caretaker/manager listed below. In the event of an emergency or violation of County Ordinances (i.e. noise, trespassing, parking, etc.), call 911.

Legal Owner(s)(from Deed): \_\_\_\_\_

Primary Owner Contact Name: \_\_\_\_\_

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

Owner Contact Phone: \_\_\_\_\_

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

**24-HR Responsible Agent Contact Information** (if different from owner):

Caretaker/Property Manager Name: \_\_\_\_\_

Caretaker/Property Manager Phone: \_\_\_\_\_

Caretaker/Property Manager Address: \_\_\_\_\_

**24-HOUR VACATION RENTAL COMPLAINT LINE:** (970) 294-7869

Please call in complaint information to this line if you are unable to reach the parties above or if you are unsatisfied with the resolution provided.

*All adjacent neighbors and property owner's association must receive this notice. Adjacent neighbors are any lots or parcels that are meeting or touching at some point, or separated by a street, alley, stream, or open space (i.e. fairway). Condos/townhomes – adjacent neighbors include all units in a shared building.*