

ORDINANCE NO. 5

Series 2021

AN ORDINANCE AMENDING CHAPTER 1 OF TITLE 4 OF THE BRECKENRIDGE TOWN CODE, KNOWN AS THE TOWN OF BRECKENRIDGE "BUSINESS AND OCCUPATIONAL LICENSES AND TAX ORDINANCE," CONCERNING OCCUPANCY LIMITS FOR ACCOMMODATION UNITS

BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF BRECKENRIDGE, COLORADO:

Section 1. The definition of "bedroom" in Section 4-1-2 of the Breckenridge Town Code is amended to read as follows:

BEDROOM:	A separate room in an accommodation unit meeting the requirements of Section 4-1-8-1A9 of this chapter.
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Section 2. The definition of "Authorized Public Inspector" in Section 4-1-2 of the Breckenridge Town Code is amended to read as follows:

AUTHORIZED PUBLIC INSPECTOR:	With respect to inspections to be conducted pursuant to subsection 4-1-8-1A10 of this chapter, any employee or representative of the Town's Finance Department, except the Finance Director.
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Section 3. Section 4-1-8-1A9 of the Breckenridge Town Code is amended to read as follows:

9. A. The occupancy limit for all accommodation units except studios shall be two (2) persons per bedroom plus four (4) additional persons. The occupancy limit for studio accommodation units shall be a total of four (4) persons. Accommodation units described in section 4-1-4-1B of this chapter are exempt from the limits of this section.

B. The number of bedrooms in an accommodation unit shall be determined by the Finance Director.

C. A space in an accommodation unit shall be classified as a bedroom if such space is either: (a) designated in Summit County Assessor's database as a bedroom, or (b) designated as a bedroom on building plans that have been approved by the Town's chief building official.

D. A space in an accommodation unit that is not classified as a bedroom pursuant to subsection C of this Section may be designated as a bedroom if the space meets all of the following requirements:

1. The space must have interior walls and door(s) on the same level of the building as the space in order to separate the space and provide privacy. The space cannot be a through way to another room of the accommodation unit or to the exterior.
2. The space must have an egress window as required by the Town's building and technical code adopted by reference in chapter 1, title 8 of this code.
3. The space must contain a built-in closet (consisting of dry wall), or built-in clothes storage area. A built-in clothes storage area must be permanently affixed to the wall, requiring repairs to the accommodation unit if removed. Built-in bunk beds with built-in clothes storage space complies with this requirement. But, bunk bed with drawers purchased from a furniture store does not comply. An armoire also does not meet the closet criteria.
4. The space must contain operable smoke and carbon monoxide detectors pursuant to Colorado law (within 15 feet of any bedroom).
5. The space must have not less than 5 feet of ceiling height; and
6. The space must be not less than least 70 square feet in size.

D. The Finance Director's determination of the number of bedrooms in an accommodation unit may be appealed to the Town Council. To appeal the Finance Director's determination the owner of the accommodation unit must file a letter of appeal with the Town Manager within ten (10) days after the date of mailing of the Finance Director's written determination of the number of bedrooms. Upon the timely filing of a letter of appeal, the Town Council shall conduct a de novo hearing on the appeal at a regular or special Town Council meeting held within thirty (30) days of date of the filing of the letter of appeal, unless the owner of the accommodation unit agrees to a longer time. Notice of the de novo hearing shall be given to the appealing accommodation unit owner by the Town Clerk at least twenty (20) days before the hearing. The burden of proof in the appeal shall be on the Finance Director. At the appeal, the appealing accommodation unit owner may appear with or without counsel, and present such evidence as may be relevant. The strict rules of evidence shall not apply to the de novo hearing. If the Town Council finds by a preponderance of the evidence that the Finance Director's determination of the number of bedrooms in the subject accommodation unit was correct, the appeal shall be denied. If the Town Council finds by a preponderance of the evidence that the Finance Director's determination of the number of bedrooms in the subject accommodation unit was incorrect, the appeal shall be sustained, and the Finance Director's determination shall be set aside. As part of its order sustaining an appeal, the Town Council shall fix the appropriate number of bedrooms that are in the accommodation unit based upon the criteria in this section. The Town Council's decision shall be final, subject to the right of the accommodation unit owner to contest the matter in an appropriate court action commenced under rule 106(a)(4) of the Colorado Rules of Civil Procedure. For purposes of determining the time limit for the commencement of an action under rule 106(a)(4) of the Colorado Rules of Civil Procedure, the Town Council's decision shall be deemed to be final upon the Council's issuance of a written order sustaining the accommodation unit owner's appeal and fixing the number of bedrooms that are in the owner's accommodation unit.

Section 4. The Town Council finds, determines, and declares that it has the power to adopt this ordinance pursuant to the authority granted to home rule municipalities by Article XX of the Colorado Constitution, and, particularly, Section 12.1 of the Breckenridge Town Charter.

Section 5. This ordinance shall be published as required by Section 5.9 of the Breckenridge Town Charter and shall become effective as provided by Section 5.9 of the Breckenridge Town Charter.

INTRODUCED, READ ON FIRST READING, APPROVED AND ORDERED
PUBLISHED IN FULL this 8th day of December, 2020.

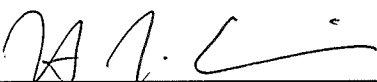
This ordinance was published in full on the Town of Breckenridge website on December 9, December 10, December 11, December 12 and December 13, 2020.

A public hearing on this ordinance was held on January 12, 2021.

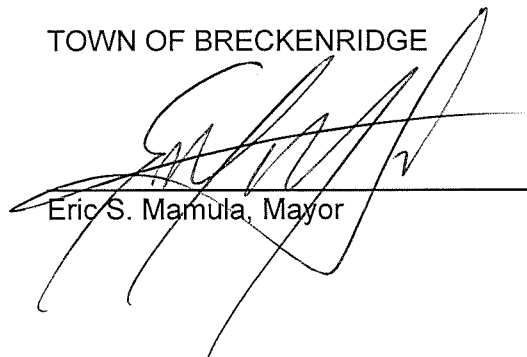
READ, ADOPTED ON SECOND READING AND ORDERED PUBLISHED IN FULL ON THE
TOWN'S WEBSITE this 12th day of January, 2021. A copy of this Ordinance is available for
inspection in the office of the Town Clerk.

ATTEST:

TOWN OF BRECKENRIDGE

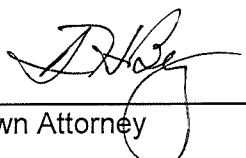


Helen Cospolich, CMC, Town Clerk



Eric S. Mamula, Mayor

APPROVED IN FORM



Town Attorney

1/12/21

Date

This Ordinance was published on the Town of Breckenridge website on January 13, January 14, January 15, January 16 and January 17, 2021. This ordinance shall become effective on February 17, 2021.

**ADMINISTRATIVE RULES AND REGULATIONS CONCERNING
ACCOMMODATION UNIT LICENSING UNDER THE TOWN OF
BRECKENRIDGE BUSINESS AND OCCUPATIONAL LICENSES
AND TAX ORDINANCE**

Part A - General

1. **Effective Date.** These regulations are effective December 29, 2020, and repeal and replace all prior versions of the administrative rules and regulations of the Town of Breckenridge concerning the licensing of accommodation units under the Town’s BOLT Ordinance as defined in these regulations. The repeal and replacement of the prior versions of these regulations shall not prevent the imposition of sanctions against a licensee of an accommodation unit for any act done or committed by the licensee under a prior version of these regulations.
2. **Authority.** These regulations are issued by the Finance Director of the Town of Breckenridge pursuant to the authority granted by Section 4-1-10-A3 of the Breckenridge Town Code. The term “Finance Director” when used in these regulations means the Finance Director of the Town of Breckenridge, or his designee acting pursuant to Section 1-7-2 of the Breckenridge Town Code.
3. **Adoption Procedures.** The procedures set forth in Chapter 18 of Title 1 of the Breckenridge Town Code were followed in connection with the issuance of these regulations. Notice of the adoption of these regulations was given in accordance with the requirements set forth in Section 1-18-3 of the Breckenridge Town Code.
4. **BOLT Ordinance – Defined.** When used in these regulations, the term “**BOLT Ordinance**” means the Town of Breckenridge’s Business and Occupational Licenses and Tax Ordinance, codified at Chapter 1 of Title 4 of the Breckenridge Town Code.
5. **Conflict With BOLT Ordinance.** These regulations are intended to supplement, and not conflict with, the BOLT Ordinance. If there is a conflict between these regulations and the BOLT Ordinance, the ordinance shall control.
6. **Definitions.**
 - 6.1 All of the definitions in Section 4-1-2 of the BOLT Ordinance are incorporated into and made a part of these regulations.
 - 6.2 As used in these regulations, the following words shall have the following meanings:

ACCOMMODATION UNIT LICENSE OR LICENSE:	Means a license for an accommodation unit issued by the
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	Finance Director under the BOLT Ordinance.
HEARING OFFICER:	Means the Town Manager of the Town of Breckenridge, or his or her designee acting pursuant to Section 1-7-2 of the <u>Town Code</u> .
LICENSEE:	Means the person to whom an accommodation unit license has been issued by the Finance Director under the BOLT Ordinance.
LICENSED PREMISES:	Means a premises for which a license has by issued by the Finance Director pursuant to the BOLT Ordinance.
RESOLVED (WITH RESPECT TO A COMPLAINT):	Means to take such action as is necessary to eliminate the factual basis for the complaint. Example: If the complaint involves excessive noise allegedly emanating from an Accommodation Unit, “resolve” means that the level of noise emanating from the Accommodation Unit has been brought back to within the applicable legal limit
RESPONSIBLE AGENT:	Means a management company, rental agent, or individual who has been identified by the licensee as the licensee’s responsible agent for purposes of the BOLT Ordinance. See the definition of “responsible agent” in Section 4-1-2 of the BOLT Ordinance.

7. Terminology.

- 7.1 The pronouns in these regulations apply equally to all genders.
- 7.2 Wherever applicable within this Agreement, the singular includes the plural, and the plural includes the singular.

Part B – Self-Compliance Statement

8. Self-Compliance Statement.

- 8.1 At the time of the application for an initial accommodation unit license the record owner of the accommodation unit that is the subject of the application shall complete and deliver to the Finance Director, along with the application, a Self-Compliance Statement. The initial form of Self-Compliance Statement shall be that which is attached to these regulations as **Exhibit “A”**. The Finance Director may revise or replace the form of required Self-Compliance Statement by posting a new form of Self-Compliance Statement on the Town’s website. No formal amendment of these regulations shall be required for the Finance Director to revise or replace the required form of Self-Compliance Statement.
- 8.2 If the holder of an accommodation unit license was not required to submit a Self-Compliance Statement to the Finance Director at the time the license was originally issued, such person shall submit a Self-Compliance Statement to the Finance Director at the next annual renewal of such license following the issuance of these regulations.
- 8.3 When submitted to the Finance Director the Self-Compliance Statement shall be complete and correct, and shall contain all information required by the form. No accommodation unit license will be issued until a properly completed Self-Compliance Statement has been received and approved by the Finance Director.
- 8.4 A Self-Compliance Statement that is submitted to the Finance Director shall be properly signed by the owner(s) of the Accommodation Unit, and shall be submitted at the time of application for a new license, or for renewal of the same.
- 8.5 The record owner of the accommodation unit that is the subject of the application may designate an agent to sign the Self-Compliance Statement for such owner. Such designation shall be by a proper Power of Attorney or other form of authorization acceptable to the Finance Director. Subject to Rule 9.6, a record owner who has designated an agent to sign the Self-Compliance Statement for him is bound by the representations made to the Finance Director by such agent in the Self-Compliance Statement.
- 8.6 During the term of an accommodation unit license the licensee shall promptly notify the Finance Director in writing of any information in the Self-Compliance Statement filed with the Finance Director that the licensee determines is incorrect, incomplete, or misleading in any material respect. The failure of a licensee to correct a Self-Compliance as required by this Rule is a violation of the BOLT Ordinance.

- 8.7 At the time a request to renew an accommodation unit license is filed with the Finance Director the license holder shall review the Self-Compliance Statement form to make certain that the licensee is aware of all of the requirements for the licensed accommodation unit contained in the affidavit.
- 8.8 The Finance Director shall maintain a permanent record of all Self-Compliance Statements, Powers of Attorneys, and other documents related to a license or an application for a license submitted to him by an applicant for an accommodation unit license.

Part C – Accommodation Unit Administrative Fee Property Exemptions

9. Accommodation Unit Administrative Fee Property Exemption Statement.

- 9.1 All units within the condominiums, condominium/hotels, and hotels/lodgings/inns as defined in Section 9-1-5 of Town Code must meet the following criteria to qualify for an Accommodation Unit Administrative Fee Property Exemption:
- (i) Twenty four (24) hour front desk;
 - (ii) Twenty four (24) hour telephone system; and
 - (iii) Twenty four (24) hour on site private security.
- 9.2 If a property qualifies for the exemption from the Accommodation Unit Administrative Fee, a representative of the property shall complete and submit an Administrative Fee Property Exemption Statement and deliver to the Finance Director. The initial form of Administrative Fee Property Exemption Statement **Exhibit “B”** is attached to these regulations. The Finance Director may revise or replace the form of Administrative Fee Property Exemption Statement by posting a new form of Administrative Fee Property Exemption Statement on the Town’s website.
- 9.3 If a property qualifies as exempt under Section 4-1-4-1B of the Town Code the occupancy limits in Section 4-1-8-1 of the Town Code do not apply. Exempt properties are qualified and approved by the Finance Director.

Part D – Responsible Agent

10. **Responsible Agent – Purpose.** The purpose of having a responsible agent is to have a person who will act as a local contact for the accommodation unit and who will promptly address the needs of guests occupying the accommodation unit, and who will also respond to any complaint concerning the use or occupancy of the accommodation unit as required by these regulations.

11. **Designation of Responsible Agent Required.** Each licensee shall designate a responsible agent for the licensee's licensed accommodation unit. The form of designation shall be established by the Finance Director. If a licensee fails to designate a Responsible Agent, the first listed owner of the property will be designated as the Responsible Agent.
12. **Responsible Agent's Acceptance of Designation.** At the time of designation a responsible agent shall accept such designation in writing. The form of designation shall be established by the Finance Director; provided, however, the form of acceptance shall contain an acknowledgment that the responsible agent has read and is familiar with the responsible agent's duties and obligations under these regulations, and the possible consequences of the responsible agent not complying with these regulations.

Part E - Complaints

13. **Complaint Procedure.**
 - 13.1 Complaints concerning the use or occupancy of a licensed accommodation unit may be made to the Town by contacting the Town online or through the Town's call center. The subject of the complaint may include, without limitation, such things as parking, trash, noise, or other concerns related to the accommodation unit. No anonymous complaints made through the call center will be processed.
 - 13.2 When a complaint concerning an accommodation unit has been received by the Town the call center will attempt to contact the responsible agent for an accommodation unit using the telephone number on file with the Town for the responsible agent. If the responsible agent can be reached by telephone, the agent will be notified of the details of the complaint as filed with the call center. The time that the responsible agent was notified shall be recorded by the call center.
 - 13.3 The responsible agent is required to respond to and attempt to resolve the issue that was subject of the complaint within sixty (60) minutes of having been notified of the complaint. A responsible agent may initially respond to a complaint by contacting the renter of the accommodation unit, by telephone, other electronic form of communication, or in person, and requesting the renter to take such action as is required to resolve the complaint. A proper response to a complaint may also require the responsible agent to visit the accommodation unit if such action is necessary to attempt in good faith to eliminate the problem that was the subject of the complaint.
 - 13.4 A responsible agent is not required to, and should not, place themselves in a situation that could cause them physical harm in order to attempt to address a complaint.

- 13.5 The responsible agent shall promptly notify the Town's call center if the agent believes that complaint has been successfully resolved by the agent. If the Town's call center does not receive notification from the responsible agent that the complaint has been successfully resolved within sixty (60) minutes of the agent having been notified of the complaint, it shall be presumed that the complaint has not been successfully resolved, and the complaining party may follow up with the call center.
- 13.6 If the complaint involves the immediate health and safety of any person or property, or if, despite good faith efforts, the problem that was the subject of the complaint cannot be resolved, the responsible agent shall immediately contact the Breckenridge Police Department, and follow any direction(s) given to the agent by the Police Department.
- 13.7 If a complaint is not resolved to the satisfaction of the complaining party, the complaining party may file a formal complaint with the Town. If a complaint is filed, it will be investigated by the staff of the Finance Department. If the staff determines that there are reasonable grounds to believe that a violation of the BOLT Ordinance, or any of these regulations that is described as a violation of the BOLT Ordinance, can be proven by a preponderance of the evidence, then the staff may request that a hearing be held pursuant to Section 4-1-10-1 of the BOLT Ordinance.
- 13.8 If a responsible agent fails to respond to a complaint within sixty (60) minutes as required by Rule 13.3, the staff of the Finance Department shall investigate the matter and if the staff determines that there are reasonable grounds to believe that a violation of Rule 13.3 by the responsible agent (or the alternate responsible agent, if applicable) can be proved by a preponderance of the evidence, then a hearing may be held by the Finance Director pursuant to Section 4-1-10-1 of the BOLT Ordinance.
- 13.9 When deciding what sanction to impose for a proven violation of the BOLT Ordinance by a licensee, the Hearing Officer shall consider all of the factors set forth in Section 4-1-10-1D of the BOLT Ordinance, including, but not limited to, the nature of all prior complaints against the licensee with respect to the operation of the licensed premises, including both resolved and unresolved complaints.
- 13.10 A licensee is bound by the actions (and inactions) of the licensee's responsible agent. The failure of the licensee's responsible agent to respond to a complaint as required by Rule 14.3 may properly be treated by the Finance Director as a violation of these regulations by the licensee, and may result in the Finance Director setting a formal hearing on the licensee's accommodation unit license pursuant to Section 4-1-10-1 of the BOLT Ordinance. If such a hearing is held and the licensee is found to have violated the BOLT Ordinance, the penalty for such a violation could include suspension or revocation of the licensee's

ACCOMMODATION UNIT LICENSING ADMINISTRATIVE FEE REGULATIONS

accommodation unit license as provided in Section 4-1-10-1 of the BOLT Ordinance.

- 13.11 If a responsible agent fails two or more times within a period of twelve (12) consecutive months to respond to a complaint about the accommodation unit for which the agent has been designated within the sixty (60) minute time period described in Rule 14.3 the Hearing Officer may set a formal hearing on the possible suspension or revocation of the licensee's accommodation unit license for which the responsible agent (or the alternate responsible agent, if applicable) is the designated agent. In addition to other penalties provided in the BOLT Ordinance, if it demonstrated to the Hearing Officer that the responsible agent (or the alternate responsible agent, if applicable) has failed to timely respond to a complaint as required by these regulations two or more times within a period of twelve (12) consecutive months, the Hearing Officer may disqualify the responsible agent or the alternate responsible agent, if applicable, from being a responsible agent for any accommodation unit within the Town for a fixed period of time, not to exceed one (1) year.

Part F – Occupancy Limits

14. **Advertisements.** All advertisements for the accommodation unit must prominently display the approved occupancy limit for the accommodation unit as “Maximum Overnight Occupancy [insert number].” It is a misdemeanor municipal offense for any holder of a BOLT Ordinance to advertise that the holder's licensed accommodation unit has a Maximum Occupancy higher than the occupancy limit for such accommodation unit according to the records of the Finance Director.

Part G – Occupancy Violations

15. **Violations.** If the staff determines that there are reasonable grounds to believe that a violation of the BOLT Ordinance, or any of these regulations that is described as a violation of the BOLT Ordinance, can be proven by a preponderance of the evidence, then a hearing shall be held by the Hearing Officer pursuant to Section 4-1-10-1 of the Town Code. If at a hearing the Hearing Officer determines that the licensee violated the BOLT Ordinance, or any of these regulations that is described as a violation of the BOLT Ordinance, the penalty for such a violation may include suspension or revocation of the licensee's accommodation unit license as provided in Section 4-1-10-1D2 of the Town Code.

Part H – Unlawful Acts

16. **Unlawful Act – Violation of These Regulations.** Pursuant to Section 4-1-10A3 of the Breckenridge Town Code it is a misdemeanor municipal offense for any person to violate these regulations. Any person convicted of violating any of these regulations shall be punished as provided in Section 1-4-1 of the Breckenridge Town Code.

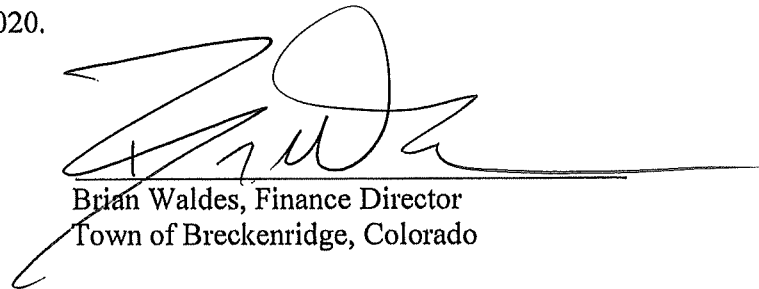
17. **Unlawful Act – Acting As Responsible Agent When Disqualified.** It is a misdemeanor municipal offense for any person to act as a responsible agent for an accommodation unit pursuant to the BOLT Ordinance at any time when such person has been disqualified from acting as a responsible agent by the Finance Director pursuant to Section 13.10 of these regulations. Such violation may be enforced in the Town’s Municipal Court pursuant to Section 4-1-10A3 of the BOLT Ordinance.

Part I – Questions

18. How do I verify my bedroom count with the Summit County Assessor’s Office?
- 18.1 Use the Summit County Assessor’s parcel search tool, <http://gis.summitcountyco.gov/Map/> to look up your property records using your last name or property address.
- 18.2 Select “Get Detail Data” to view property details including bedroom count.
19. What do I do if I disagree with the bedroom count in the Summit County Assessor’s data?
- 19.1 You will need to file a request with the Town of Breckenridge Finance Department on forms prescribed by the Finance Director. The Town Finance Office can be reached at STR@TownofBreckenridge.com or 970-547-3101.
- 19.2 The Town of Breckenridge Finance Department will forward the request to the Building Department.
- 19.3 If a change to bedroom count is approved, information regarding the Town’s determination will be forwarded to the Summit County Assessor and to Upper Blue Sanitation District.
- (i) The Summit County Assessor’s Office can be reached at assessor@summitcountyco.gov or 970-453-3480.
- (ii) The offices of Upper Blue Sanitation District can be reached at admin@usbd.org or 970-453-2723.
20. How do I review and/or update my BOLT license information with the Town of Breckenridge?
- 20.1 Once updated by the Summit County Assessor’s Office, please send verification of bedroom count to str@townofbreckenridge.com or 150 Ski Hill Road, PO Box 8629, Breckenridge, CO 80424.
21. What if I have reservations that exceed the maximum approved occupancy?

- 21.1 This ordinance takes effect January 1, 2020 and there is no grace period.
22. Are children counted in my maximum occupancy limit?
- 22.1 Yes, children are considered individuals in the maximum overnight occupancy of an accommodation unit.
23. **Additional Questions.** Additional questions concerning the Town's Business and Occupational Licenses and Tax Ordinance or these regulations should be directed to the Finance Director of the Town of Breckenridge, 150 Ski Hill Road, PO Box 8629, Breckenridge, CO 80424, 970-547-3101.

Dated: December 29, 2020.



Brian Waldes, Finance Director
Town of Breckenridge, Colorado

EXHIBIT A
Town of Breckenridge Accommodation Unit
Self-Compliance Statement

This Statement applies to the real property located at:

[street address of accommodation unit]

in the Town of Breckenridge, Colorado. Such real property is referred to in this Statement as “**My Accommodation Unit**.” I am authorized to complete this Statement because I am:

An owner of My Accommodation Unit

The owner of a majority interest in a business entity that owns My Accommodation Unit

Other (explain): _____.

I am 18 years of age or older, and have personal knowledge of the facts set forth in this Statement. By checking the box by each of the following statement categories I represent to the Town of Breckenridge that each statement is true and correct to the best of my knowledge:

 Health & Life Safety Standards

No portion of My Accommodation Unit is used for any purpose other than a purpose for which the Accommodation Unit was designed or intended.

The: (i) street address of My Accommodation Unit; (ii) my Town Accommodation Unit (BOLT) License number; (iii) the name and contact information for the local agent; and (iv) special conditions of license for the Accommodation Unit is posted within 5 feet of the front door inside My Accommodation Unit.

The operation of My Accommodation Unit will comply with all Town ordinances that apply to a residential dwelling.

Working smoke detectors are installed in all of the following locations in My Accommodation Unit: (i) outside of each sleeping area; (ii) in each room that will be used for sleeping purposes; and (iii) on each level of a living area, including any basement.

Working carbon monoxide detectors are installed within 15 feet of all rooms in My Accommodation Unit where people will sleep. I know that if there is a fireplace located in a sleeping room, carbon monoxide detector must also be installed in that the room.

Wood burning fireplaces, stoves, and flues in My Accommodation Unit are properly maintained and cleaned on an annual basis.

Electrical panels within My Accommodation Unit: (i) are accessible at all times; (ii) have at least 36 inches of clearance maintained in front of the panels; and (iii) the panels are clearly labeled.

Portable electric space heaters within My Accommodation Unit will not be operated within 3 feet of combustible materials.

The street number of My Accommodation Unit is permanently affixed to the outside of My Accommodation Unit in numbers that are at least 5 inches in height.

There are properly functioning egress windows in all potential sleeping rooms of My Accommodation Unit.

I have checked with my insurance agent and confirmed that My Accommodation Unit is insured for use as a short-term rental.

 Advertising

All advertisements for the rental of My Accommodation Unit will include the most current Town Accommodation Unit (BOLT) License number for My Accommodation Unit.

 Community Impacts

All persons who rent My Accommodation Unit are informed that on-street parking is not allowed.

An adequate number of parking spaces for all occupants of My Accommodation Unit will be provided.

Renters of my Accommodation Unit will be informed of the Town's Noise Ordinance, and that excessive or unreasonable noise coming from My Accommodation Unit is not permitted at any time.

Renters of My Accommodation Unit will be informed of trash/recycling regulations and scheduled trash pickup times for My Accommodation Unit.

There are a sufficient number of trash and recycling receptacles to accommodate all trash generated by those persons who will occupy My Accommodation Unit, and all receptacles comply with Town Code.

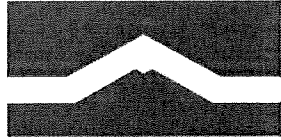
If pets are allowed in My Accommodation Unit, renters will be informed of applicable leash laws, proper pet waste disposal requirements, and barking/noise regulations.

I am aware of the applicable rules of any homeowners' association that apply to My Accommodation Unit.

Date: _____, 20_____

Owner Signature

Print Name



TOWN OF BRECKENRIDGE FINANCE

NOTIFICATION

Dear Property Management Company or Homeowners Association,

The Business and Occupational License (BOLT) Ordinance for the Town of Breckenridge was amended by Town Council at the August 28, 2018 meeting to include an annual Accommodation Unit Administrative fee. The Town of Breckenridge listened to concerns regarding a potential exemption for properties that would not utilize the call center and appreciated all feedback.

As a result, the Town of Breckenridge has adopted a set of requirements to qualify properties for exemption from the annual Accommodation Unit Administrative fee. In order for a property to be exempt, all units within a complex of a condominiums, condominium/hotels, or hotels/lodgings/inns must meet the criteria to qualify for an Accommodation Unit Administrative Fee Property Exemption.

If you believe all the units within your complex meet all three requirements, please complete the form below and return it to Town of Breckenridge Finance Department. The Finance Director will review your request for exemption. **If the complex changes any of the three criteria, you are required to notify the Town of Breckenridge Finance Division within thirty (30) days.**

I, _____, representative of _____, certify the property has (please initial each requirement)

- Twenty four (24) hour front desk;
- Twenty four (24) hour telephone system; and
- Twenty four (24) hour on site private security.

Signature

Date

Printed Name

Organization