



Vacation Rental License

Frequently Asked Questions

What is a Short-Term Rental?

A Short-Term Rental, also known as a Vacation Rental, is the rental of a legally licensed dwelling unit for periods of less than 30 consecutive days per occurrence. A Vacation Rental License is required prior to advertising and renting your property.

Who needs to apply for a Vacation Rental License?

Any owner renting a property for a period of less than 30 consecutive days is required to apply for a Vacation Rental Permit. It is the owner(s) responsibility to know and comply with all ordinances, resolutions and regulations that apply to vacation rentals within the Town of Pagosa Springs.

What if I do not obtain a Vacation Rental License?

Renting or advertising your home for rent on a short-term basis without a license is in violation of the Town of Pagosa Springs ordinances and subject to enforcement procedures as provided for in Town Code Chapter 6, Article 7 – Vacation Rentals.

Do I also need to obtain a separate business license?

No. The Vacation Rental license is all you need to begin advertising your rental and remitting taxes if you are renting a home, condominium, townhome or duplex. A lodging facility requiring a **business license** includes, but is not limited to:

- Cabins
- Hotels and Motels
- Bed and Breakfast rooms
- Camping and RV sites

Does my Vacation Rental license apply to multiple properties?

No. You are only allowed to short-term rent one dwelling unit per license in the Town of Pagosa Springs.

Do I have to display my license?

Yes. The Vacation Rental license must always be posted in a conspicuous place within the rental unit. Please refer to Municipal Code Article 7 – Vacation Rentals for all posting requirements.

Can I manage multiple properties with one login?

Yes. To do so, click Add Accounts from your user login under Manage Your Account(s). You will need your 6-digit Account Number and the MUNIRevs Activation Code to connect to an existing property record.

Can a property have more than one user?

Yes, each property can have an unlimited number of users. Each user is required to provide the 6-digit Account Number and the MUNIRevs Activation code to be authorized to connect to an existing property record.

What is the cost of an annual Vacation Rental license?

New Vacation Rentals have an application fee of \$50.00, a License Fee of \$350.00 and a Surcharge Fee of \$350.00. Vacation Rental renewals have a License Fee of \$250.00 and a Surcharge Fee of \$250.00. Late fees may also apply if the license is not renewed prior to the anniversary date. Fees are subject to change on an annual basis.

Are there any other fees for operating a Vacation Rental?

Yes. Beginning July 1, 2023, an annual Workforce Housing Fee for Vacation Rentals in the amount of \$500.00 will be collected. This fee will be due each year thereafter at the time of license renewal.

Can I schedule a payment in MUNIRevs?

For your security, MUNIRevs does not store any payment information in the system. You will need to enter your desired payment information each time you check out.

Can I pay by credit card?

Yes! We can process Visa, Mastercard and Discover as well as bank debit cards. Credit cards will be assessed a 3% convenience fee.

Can I pay by e-check?

Yes! You can select e-check during checkout. In doing so, you authorize your bank to send the payment electronically to The Town of Pagosa Springs.

What is the Lodging Tax?

There is a 4.9% (.049) Town lodging tax on your gross short-term rents not already remitted by an intermediary (AirBnB/VRBO). Gross short-term rent includes all funds received for occupancy including booking/reservation fees, pet charges, fees for extra people, beds, etc.

When is the Lodging Tax due?

Lodging Tax payments are due monthly no later than the 20th of the month following the end of the prior month. If there was no rental activity for the entire month, you are still required to submit the completed Lodging Tax form.

How is interest calculated on late payments?

If a return is not filed timely, the penalty is 10% (.10) of the lodging taxes collected during a given month. Interest is due if a return is more than one month late. The interest rate is 1% (.01) per month overdue.

Where are my tax forms? My Action Center is empty.

Your tax forms will be available on the 1st day of the month following the last day of the tax period. For example, January tax forms will be available in your Action Center on February 1. If you do not see the forms you expected, simply contact MUNIRevs support for assistance.

Can I file a Zero File tax return through MUNIRevs?

To file a zero file tax form, select your tax form from your Action Center. Then, complete the required information on the remittance, including Gross Rents and any deductions. You will be prompted to confirm your desire to complete the return as a Zero File return.

Is The Town working with VRBO?

Yes. In 2020, HomeAway/VRBO signed an agreement with the Colorado Department of Revenue to remit sales tax and lodgers tax directly to the State on behalf of the lodgers. In March of 2020, HomeAway/VRBO signed an agreement with the Town of Pagosa Springs to

remit lodgers tax directly to the Town on behalf of the lodgers for bookings made after March 31, 2020.

Bookings made through HomeAway/VRBO are reported in your lodging sales each month, however, you will identify the amount of sales that were booked through HomeAway/VRBO and they will remit lodgers taxes on your behalf for their bookings. All other bookings made through any other company or homeowner, should be included in the monthly lodging sales with sales tax and lodgers tax correctly calculated and remitted to the proper entity.

Is The Town working with AirBnB?

Yes. In March of 2017, AirBnB signed an agreement with the Colorado Department of Revenue to remit sales tax and lodgers tax directly to the State on behalf of the lodgers. In July of 2017, AirBnB signed an agreement with the Town of Pagosa Springs to remit lodgers tax directly to the Town on behalf of the lodgers.

Bookings made through AirBnB are reported in your lodging sales each month, however, you will identify the amount of sales that were booked through AirBnB and they will remit lodgers taxes on your behalf for their bookings. All other bookings made through any other company or homeowner, should be included in the monthly lodging sales with sales tax and lodgers tax correctly calculated and remitted to the proper entity.

Example of lodging tax calculation sheet:

Lodging Tax Return			
1	Sales of Lodging Services *		
2	Less Airbnb Platform Rentals	0.00	
3	Less VRBO Platform Rentals	0.00	
4	Net Taxable Amount	0.00	
5	Tax - Line 4 x .049	0.00	
6	Penalty - Line 5 x .10	0.00	
7	Interest - Line 5 x .01 x No. months overdue	0.00	
8	Total Amount Due	0.00	

What types of assistance can MUNIRevs provide to me?

MUNIRevs can assist you with all your system and account questions. Whether you have a question about your account or technical questions about how to do something in MUNIRevs, please reach out to our support team. We can always reach out to the Town on your behalf if

we need their assistance with one of your questions. You can reach MUNIRevs at support@munirevs.com and by phone at (888) 751-1911.

I did not receive or I misplaced the letter with my activation code. What do I do?

Contact MUNIRevs support@munirevs.com or by phone at (888) 751-1911 for assistance. You will need to confirm account details to be verified for the account. To protect the security on property accounts, you will need written (e-mail) permission from a registered owner or officer of the property for us to provide you with a new activation code.

How do I change the User on a Property?

All users need to register, just as you did, by going to the home page for that jurisdiction. They will click on the "Go" button under "New Users". They will also need the 6-digit account number and Activation Code for the property.

I forgot my password. What do I do?

From the Log In page, click the "Forgot your password" link and follow the instructions that will be e-mailed to the User's registered e-mail address.

Do I have to login to MUNIRevs to see my alerts and reminders?

No. All alerts are e-mailed to your authenticated e-mail address. When you login to the system, you will also see any open alerts that need to be addressed in your Action Center.

For Assistance, Contact
MUNIRevs Support

support@munirevs.com

(888) 751-1911