

# Nightly Rental Application Checklist

For a speedy approval please make sure you have all the requirements

- ✓ List your property manager if you have one
- ✓ List your local contact -name, phone, email and local address.
- ✓ List your Colorado State Sales Tax number – if you have a booking agent that pays the sales tax list their name.
- ✓ HOA approval letter if you live in an HOA
- ✓ Fire Inspection
- ✓ Homeowner's Insurance
- ✓ Site Plan with all the requirements
  - number of parking spots,
  - snow storage equivalent to one-third of the parking area
  - number of trash receptacles and name of trash company and frequency of pickups.
  - the structure showing ingress and egress points
  - vehicular ingress and egress points

The site will only let you upload one time one file. Please have all your documents combined into one file to upload. If needed, you can e-mail additional documents to [str@toglco.com](mailto:str@toglco.com).

FAQ [str\\_faq.pdf \(townofgrandlake.com\)](#)

Site Plan Example [site\\_plan\\_example.pdf \(townofgrandlake.com\)](#)