



Below is a step by step walk through on how to obtain a Short-Term Rental license and to begin renting your property.

- **Apply [here](#)** for a Short-Term Rental License.
  - The process takes approximately 2 weeks.
  - Beginning January 1, 2022 properties must have a STR license to be able to rent their properties.
- **Complete the [Centennial Neighborly Owner Handout](#)**
  - Distribute the Centennial Neighborly Owner Handout to adjacent properties.
  - Submit list of addresses information was distributed to. (List below)
  - Ask if you can have their contact information to keep communication channels open and to address any issues that arise quickly.
- **Post** the *Centennial Neighborly Agreement* in a prominent place inside the house near the front door or in the kitchen at eye level.

**\*Distribution List:** The City of Centennial requires that the *Centennial Neighborly Agreement* be distributed to each property owner and/or resident within an adjoining property line or directly across a street or alley.

Address #1: \_\_\_\_\_

Address #2: \_\_\_\_\_

Address #3: \_\_\_\_\_

Address #4: \_\_\_\_\_

Address #5: \_\_\_\_\_

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Dear Neighbor,

Our home has been approved by the *City of Centennial* to be utilized as a short-term rental. The address of this home is \_\_\_\_\_ Centennial, CO \_\_\_\_\_.

We are looking forward to providing families and visitors the opportunity to experience this part of Colorado but want our neighbors to have the contact information for a responsible party in case of emergency, available 24 hours a day, 7 days a week.

Attached, you will also find the *Centennial Neighborly-Renter Rules*. This document is required to be posted inside of our property in a prominent location at any time our residence is rented out. This information will be in addition to any and all documentation/rules established by us, (the owner) and the rental leasing contractor.

If you have any questions please contact me directly.

Sincerely,

Property Owner Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_ Rental Leasing Contractor: \_\_\_\_\_

**STR License #:** \_\_\_\_\_

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**PRIMARY LOCAL EMERGENCY CONTACT:**

Name: \_\_\_\_\_ Phone 1: \_\_\_\_\_

Phone 2: \_\_\_\_\_ Email: \_\_\_\_\_

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**SECONDARY EMERGENCY CONTACT:**

Name: \_\_\_\_\_ Phone 1: \_\_\_\_\_

Phone 2: \_\_\_\_\_ Email: \_\_\_\_\_

Maximum occupancy of this property is \_\_\_\_ persons and no gatherings with attendees numbering \_\_\_\_ or more are allowed.

For concerns and questions, your primary local emergency contact is \_\_\_\_\_



- Follow City noise regulations
- Be respectful to neighbors
- Minimize loud music and noise



Keep trash is hidden from public view  
& take trash out on collection day.

Trash day: \_\_\_\_\_

Pick-up location: \_\_\_\_\_



Do not feed or  
engage with  
wildlife



Park in the driveway or  
the street and not in  
the yard



Commercial and  
large-scale events  
are Prohibited



Adhere to maximum  
occupancy  
requirements

City of Centennial | For more information: [centennialco.gov/str](http://centennialco.gov/str)



## Short Term Rental Owner Inspection Checklist

**(Owner is required to initial each line to certify inspection and property is compliant)**

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Short Term Rental Address: \_\_\_\_\_

Property Owner: \_\_\_\_\_

Property Owner's Primary Address: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Date of Inspection (By Owner): \_\_\_\_\_

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### Acknowledgment of General Information:

\_\_\_ Rental property will have a copy of Neighborly Guidelines and STR License in a prominent place in the rental unit

\_\_\_ Operation of the short-term rental will comply with the Centennial Neighborly Agreement. Renters will be provided instructions regarding designated parking spaces, where the (2) off-street parking spaces are located.

\_\_\_ This property is not an accessory dwelling unit (ADU)

\_\_\_ I have read and understood the City of Centennial Municipal Code regulating Short Term Rental properties

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### Exterior Safety and Maintenance:

\_\_\_ Window wells serving basement sleeping rooms are provided with escape ladders and operable windows to allow for secondary egress from the rooms.

\_\_\_ Address numbers are visible from the street

\_\_\_ Trash containers are stored out of sight of neighbors

\_\_\_ Decks and stair rails and guards are unobstructed and shall be maintained



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### Interior Safety and Maintenance:

- ☐ Fire extinguisher is in plain view and is certified annually
- ☐ Smoke alarms are installed in each sleeping room and immediately outside each sleeping room such as in a corridor, hallway or great room serving the individual sleeping rooms
- ☐ Carbon Monoxide detectors are installed on each level and within 15 feet of sleeping rooms
- ☐ Bathroom has a toilet, sink, shower or bathtub and is sanitary
- ☐ Bathroom and kitchen outlets are GFCI protected
- ☐ Electrical and mechanical systems are in good repair
- ☐ Building permits and final inspections have been completed for all work that requires a permit
- ☐ The Neighborly Agreement is posted near the main door of the rental space with all required contact information including phone numbers for the licensee and the local responsible party
- ☐ Number of Bedrooms (Maximum number of 2 adults per bedroom and 8 adults per unit)

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I hereby certify that I have inspected the property and completed this form, the items initialed above were checked and were found to be following the City of Centennial code.

Owner (Print): \_\_\_\_\_ Owner (Sign): \_\_\_\_\_

The following local responsible party will be available to respond to any issue raised by the renter, neighbor, or the City within (2) hours at all times during which the dwelling is rented.

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_