



Thank you for your interest in obtaining a Short Term Rental License from the Town of Ridgway.

Please note that in addition to applying for a Short Term Rental License, you must also apply for a Town of Ridgway Sales Tax License.

All rentals within the Town require the collection and monthly remittance of sales and lodging taxes. You will be required to collect local sales tax of 3.6% and lodging tax of 3.5% on each nightly rental. Local sales tax is remitted directly to the Town online at [ridgway.munirevs.com](http://ridgway.munirevs.com). Any required state and county taxes are remitted to the Colorado Department of Revenue.

Once approved you will be issued a short term rental license, and a sales tax license. A sales tax account will be created for you online and you will be sent information regarding linking to the account. Please note, lodging and sales tax must be filed online, even in months when no taxes are collected. Remittances are due by the 20<sup>th</sup> of the following month. Late filing of a return will incur penalty and interest.

Questions regarding Short Term Rental and Sales Tax Licenses can be directed to Jess Nunn at 970.626.5308 Ext. 220 or [jnunn@town.ridgway.co.us](mailto:jnunn@town.ridgway.co.us), or please come by the Town Administrative Offices if you have any questions or need assistance of any type, including completing forms.

Sincerely,

Pam Kraft, MMC  
Town Clerk/Treasurer  
Tax Collector