



SHORT-TERM RENTAL

# GOOD NEIGHBOR OWNER HANDOUT

 SHARE  
WITH  
NEIGHBORS

**Dear Neighbor,**

I wanted to let you know that I've been approved by the *City of Littleton* to utilize my home as a short-term rental, at:

**Littleton, CO**

FULL STREET ADDRESS

ZIP CODE

I am looking forward to the opportunity of sharing our wonderful city with guests, but also want to make sure that my neighbors are provided information. At the bottom of this page is the contact information available 24 hours a day, 7 days a week when our home is rented in the case of a non life threatening emergency.

Additionally, the *Good Neighbor - Guest Guidelines* provided with this letter will be posted in the home in a prominent location, informing renters of some of the rules and regulations in our city. This will be posted adjacent to and in addition to other house rules that may be mandated by their short-term rental leasing contractor.

If you have questions please contact me directly.

Sincerely, your neighbor:

PROPERTY OWNER NAME

10-DIGIT PHONE

EMAIL

## PRIMARY LOCAL EMERGENCY CONTACT:

NAME

EMAIL

PHONE 1

PHONE 2

## SECONDARY EMERGENCY CONTACT:

NAME

EMAIL

PHONE 1

PHONE 2

## SHORT-TERM RENTAL BUSINESS LICENSE NUMBER:

**City of Littleton** • Code Enforcement 303-795-3831 [code\\_enforcement@littletongov.org](mailto:code_enforcement@littletongov.org) • Police non-emergency dispatch number 303-794-1551



SHORT-TERM RENTAL

# GOOD NEIGHBOR

GUEST GUIDELINES

 POST  
FOR  
GUESTS

WELCOME  
TO THE NEIGHBORHOOD!



- Minimize music and noise
- Minimize outdoor lighting and make sure it stays on the rental property
- Contain all trash

Feeding wildlife is illegal and dangerous, don't.



Mutual respect among neighbors helps keep everyone safe.



Read and follow these, as well as any other rules posted by host.



Ensure all guests know and follow guidelines and rules.

Park in the driveway not in the yard.



## LOCAL INFO:

[littletongov.org](http://littletongov.org)

non-emergency  
police: 303-794-1551

*for emergency responses,  
dial 911 directly*

Commercial and large-scale events cannot be hosted here.

ENJOY A  
SAFE STAY!

For concerns and questions, 24/7 your local contact is:

# THANK YOU!

**Littleton**  
Colorado

## SHORT-TERM RENTAL

## GOOD NEIGHBOR OWNER INSTRUCTIONS

## PROPERTY OWNER AND MANAGERS

Proactive communication helps create a good relationship with guests and with neighbors. The *Good Neighbor - Owner Handout* must be distributed, and *Good Neighbor - Guest Guidelines* posted.

- **Apply** for a Short-term Rental Business License from finance dept, through the City of Littleton.

- **Complete** and **distribute** the *Good Neighbor - Owner Handout* to adjacent properties, and whomever else relevant. **Submit** address distribution list\* to city by attaching to license application in eTRAKiT, or emailing to [STR@littletongov.org](mailto:STR@littletongov.org).

- **Ask** neighbors if you may personally communicate directly with them and keep their contact information handy, including: name, phone number, property address, date, and method of contact.

- **Post** the *Good Neighbor- Guest Guidelines* handout at eye level inside the house next to the main entrance.

**\*Distribution List:** The ordinance requires the Good Neighbor - Owner Handout be given to each property owner and/or resident of address with an adjoining property line or directly across the street or alley. Please list the addresses included in your distribution; mark row as N/A if not applicable.

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

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

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

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

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

Address #6: \_\_\_\_\_

Address #7: \_\_\_\_\_

Address #8: \_\_\_\_\_

Address #9: \_\_\_\_\_

The form is titled "GOOD NEIGHBOR OWNER HANDOUT" and is for the City of Littleton, CO. It includes a "Dear Neighbor" section with a welcome message. Below this, there are sections for "PROPERTY ADDRESS", "PROPERTY OWNER/CONTACT", and "NEIGHBOR ADDRESS/CONTACT". Each section has fields for "NAME", "DATE", and "METHOD OF CONTACT".

The handout is titled "GOOD NEIGHBOR GUEST GUIDELINES" and is for the City of Littleton, CO. It includes a "WELCOME" section with a list of guidelines. Below this, there are sections for "LOCAL INFO" and "ENJOY A SAFE STAY!". The "LOCAL INFO" section includes a list of local resources and a "THANK YOU!" message.