



Community Development
Code Enforcement Division
 2255 West Berry Avenue Littleton, Colorado
 80120
 303-795-3758
 codecompliance@littletongov.org

SHORT-TERM RENTAL INSPECTION CHECKLIST

Property Owner Name _____

Property Owner's Primary Address _____

Phone Number _____

Email _____

Short Term Rental Address _____

Date Inspection Completed by Owner _____

General Information Acknowledgment. The property owner must check or initial each line, confirming acknowledgment of each requirement set forth below:

	Renters will be provided a parking diagram verifying the location of all parking spaces available for the short- term rental and the diagram will be posted in a prominent location in the short-term rental. The designated parking spaces, a minimum of two (2) off-street spaces, will be available for use by renters.
	Operation of the short- term rental will comply with Good Neighbor Guidelines and the Good Neighbor Guidelines will be provided to renters in the rental agreement and by posting adjacent to the front door in the short-term rental.
	The rental is not an accessory dwelling unit (ADU).
	The approved license for the short-term rental will be posted in a prominent location within the short-term rental.
	All exterior and interior areas of the property shall have ongoing maintenance to ensure the property is maintained sanitary and in good condition; all structures shall be maintained in good repair.

Exterior Safety and Maintenance (Title 4 of the Littleton Municipal Code, 2021 IPMC)

	Address numbers are visible from the street.
	Deck and stair rails and guards are properly attached and capable of supporting imposed loads.
	Stairs, walkways and exits are unobstructed and shall always be maintained unobstructed.
	Trash containers with tight fitting lids are provided and are stored on the side or back of house; weekly trash removal service must be maintained by the owner.
	All exterior areas of the property are in good condition and all structures are in good repair. The property is maintained in good condition and good repair.

Interior Safety and Maintenance

	Fire extinguisher (type 2A:10B:C) is in plain view and must be certified annually.
	Fire safety plan shall be posted on each level of the property and shall include the following, at a minimum: 1) floor plans identifying the location of all exits, including primary and any alternative evacuation routes; 2) name and phone number of emergency contact(s) that may be reached at all hours.
	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 detector are installed on each level within 15 feet of sleeping rooms.
	Stairs, walkways and exits are free of tripping hazards, are unobstructed and shall always be maintained unobstructed.
	Bathroom has a toilet, sink, and shower or bathtub and is clean and sanitary.
	Bathroom and kitchen electrical outlets are GFCI protected.
	Electrical system is in good repair, including electrical panel, receptacle outlets, switches and lighting fixtures are in good repair, without exposed wiring, and without extension cords or electrical strips.
	Mechanical systems (vent fans, heating, cooling and water heater) are operable and in good repair; dryer vent is clean and free of lint.
	All areas of the interior are sanitary and in good condition and maintained in good repair.
	Building permits and final inspections have been completed for all work requiring permits.
	The Good Neighbor Guidelines are posted near the main door of the rental space. All required contact info, including phone numbers for the licensee, the local responsible party (available to respond within two (2) hours) and the emergency contact, shall also be posted near the main door.
	The Good Neighbor Letter will be distributed to owners and residents of all adjacent properties, and directly across the street and alley, within two (2) weeks after receiving approval of the short-term rental license. The names and addresses of all neighbors contacted will be submitted to code enforcement at code_enforcement@littletongov.org .

The applicant affirms, under penalty of perjury, the following:

1. The information contained within this Inspection Checklist is true and correct to the best of my knowledge and belief.
2. I have read, understood, and agree to ensure compliance with all applicable City ordinances and codes, including but not limited to Title 3, Chapter 23 of the Littleton City Code, and all applicable international codes such as property maintenance, building etc. I understand that as the owner of the property described herein, I am responsible for any violation or nuisance activity which may be found on the property as a result of the short-term rental operations.
3. I hereby release, waive, and discharge the City of Littleton, Colorado, its officials, employees, agents, boards, commissions, and council from and for all liability resulting from personal injury, accident, illness, death, and/or property damage or loss, however caused, arising from, or in any way related to the operation of the short-term rental at the property referenced herein. I further agree to indemnify and hold harmless the City of Littleton, Colorado, its officials, employees, agents, boards, commissions, and council from all claims, demands, damages, fines, obligations, suits, judgments, penalties, causes of actions, losses, liabilities, or costs at any time received, incurred, or later accrued as a result of, or arising out of the operation of the short-term rental operation at the property referenced herein, including the operation, occupancy, use, and/or maintenance.

OWNER

Name

ATTEST:

COUNTY OF _____

STATE OF COLORADO

This record was acknowledged before me this _____ day of _____, 20____, by _____ (name of individual).

Witness my hand and official seal.

Notary Public

Commission Expiration

The following local responsible party will be available to respond to any issue raised by the renter, neighbor, or the City, within two (2) hours at all times during which the dwelling is rented. Any such person must have access to the dwelling and be authorized to make decisions regarding the dwelling:

Name _____
Phone Number _____
Email _____

The following additional person(s) will be available to respond in an **emergency**:

Name _____
Phone Number _____
Email _____