



**Lakewood**  
Colorado

## **Short-Term Rental (STR) Community Notice Form**

Hello Neighbor,

You have received this notice because I am submitting a license application with the City of Lakewood which, if granted, will allow me to use my primary residence as a short-term rental. For some background, on March 13, 2023, the Lakewood City Council passed Ordinance O-2023-5, which allows any Lakewood resident to apply for a short-term rental license at their primary residence. A short-term rental is the rental of a primary residence for not more than 29 consecutive days.

As one of my abutting neighbors, you have the right to request mediation regarding any harm to your property that arises from the use of my home as a short-term rental. By applying for the license, I have agreed to participate in such mediation in good faith, but please note that this mediation is non-binding. If you would like to request mediation, please contact the Lakewood Mediation Services at 303-216-4150 or at [mediation@lakewood.org](mailto:mediation@lakewood.org).

I have also included the contact information for the party responsible for my short-term rental, and I invite you to contact this person first if you feel there is an issue with the operation of my short-term rental. In the event contacting the responsible party does not suffice, you can report any non-emergency concerns to the Lakewood Short-Term Rental message line at 303-987-7870, or you can call the non-emergency line for the Lakewood Police Department at 303-980-7300. For any emergencies, please contact 911.

Address of Proposed Short-Term Rental: \_\_\_\_\_

Name(s) of Applicant/Owner: \_\_\_\_\_

Phone Number(s) of Applicant/Owner: \_\_\_\_\_

Email Address of Applicant/Owner: \_\_\_\_\_