



2025 STR Renewal FAQ's

1. What do I do if I can't log in to my MuniRevs Account?

- You are **not** using the email address you have registered with [MuniRevs](#)
- You need to reset your password by clicking Forgot your password?
- You have not registered as a user on MuniRevs.

2. Where do I find the renewal application to complete?

- Under Open Tasks on your Business Center Click the '[Submit Short-Term Rental \(STR\) License Renewal Application \(new\)](#)' hyperlink to begin your application. Even though it says (new) this is not a brand-new application.

3. Do I need to complete the STR application if I use a property management company to manage my STR?

If you have a Property Manager that manages your listings, files taxes on your behalf, etc. your Property Manager can complete your STR application for you.

It is your responsibility to confirm that your property management company will be submitting your application on your behalf.

4. What is needed for Proof of Ownership?

- A Screenshot of the [Summit County's GIS Property Record](#).

5. What do I do if I receive duplicate '**STR Owner Mailing 2 is required**' notifications when I try to submit my application?

- The application is asking for the unit number of the Owner Mailing Address. If you do not have a unit associated with your mailing address, input n/a

6. I'm trying to submit my STR license renewal and there's a section about our rental agents. I can enter their information, but it seems to want their electronic signature. Am I supposed to sign on their behalf?

- You do not need to sign on anyone's behalf unless you are the property manager completing the application for an owner. This is asking for the applicant's signature, not the rental agent's signature. Please sign and date each section as the applicant.

7. When do STR renewals end?

- All renewal applications must be submitted prior to 6/1/25 to be eligible for review. Late fees will be assessed beginning 6/1/25. Renewals that are not completed by 7/1/25 will not be eligible to renew and will need to cease STR operations.

8. What happens if I don't renew my license on time?

- Renewals that are not completed by 7/1/25 will not be eligible to be renewed and will need to cease STR operations. You will be able to apply for a new license in May of 2026.

9. Are there fees for parking?

- Parking requirements and fees are discontinued for STR license holders.
- STR guests will be subject to overnight parking fee if parked in Town lots (parking permits are not intended to be used by STR guests – resident or commercial).

10. How do I know if my application has been submitted?

- You will receive an email from support@munirevs.com confirming your application submission. If you do not receive this email, please log back into your account and make sure you have completed every section of the application, uploaded your proof of ownership and paid the \$700 application fee, and hit submit.

If you have any additional questions, please contact our offices at str@townofdillon.com.