



TOWN OFFICE USE ONLY	
Date Received: _____	By: _____
Fee: \$ _____	Pmt Type: _____

LODGING FEE REMITTANCE FORM

This form is pursuant to Chapter 3.04.050 and must be completed for all Short-Term Rental (STR) lodging within the Town of Palmer Lake. **Filing is required whether or not any rooms were rented during the reporting period.** This form may be completed and the resulting fee may be remitted monthly or quarterly. The due date is the 15th day of the month following the reporting period.

PROPERTY OWNER/BUSINESS INFORMATION

Name: _____ Phone: _____

Email: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

STR Property Address: _____ Palmer Lake, CO 80133 STR

License #: _____

LODGING FEES

The lodging fee is \$2.00 per occupied night per lodging room. If operating multiple lodging businesses, a separate form must be completed for each address. Fees may be remitted monthly or quarterly.

LODGING FEE WORKSHEET		
Reporting period:	Check the box(es) corresponding to your payment:	
<input type="checkbox"/> Monthly:	<input type="checkbox"/> Jan <input type="checkbox"/> Feb <input type="checkbox"/> Mar <input type="checkbox"/> Apr <input type="checkbox"/> May <input type="checkbox"/> Jun <input type="checkbox"/> Jul <input type="checkbox"/> Aug <input type="checkbox"/> Sep <input type="checkbox"/> Oct <input type="checkbox"/> Nov <input type="checkbox"/> Dec	
OR		
<input type="checkbox"/> Quarterly:	<input type="checkbox"/> 1st (Jan-Mar) <input type="checkbox"/> 2nd (Apr-Jun) <input type="checkbox"/> 3rd (Jul-Sep) <input type="checkbox"/> 4th (Oct-Dec)	
Nights occupied (For more than three rooms, add a note below):		
Room 1	\$2.00/night x _____ nights	\$
Room 2	\$2.00/night x _____ nights	\$
Room 3	\$2.00/night x _____ nights	\$
Total		\$

_____ Signature	_____ Printed Name	_____ Date
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Form may be signed electronically by typing your name in the Signature field or manually by printing the form and signing by hand. The form may be submitted electronically by saving it to your computer and attaching it to an email to info@palmer-lake.org. Applicable fees may be paid online at www.townofpalmerlake.com/make-payment. Alternatively, forms and payments may be turned in at the Town office.