

Short-Term Rental Approval Procedures

The homeowners within the Comstock Village HOA (CVHA) passed an amendment to our covenants which governs how we manage Short Term Rentals (STRs) within our community. At our July 2026 Board of Directors meeting, the board approved a Short-Term Rental Covenant Compliance Form to document STR homeowners' compliance with the covenants and provide the CVHA with the information needed to manage any issues that may arise concerning Short-Term Rental properties within the community.

CVHA homeowners wanting to advertise their property as a short-term rental must fill out the top portion of this form which provides information verifying the property meets the requirement of being owner-occupied...the owner must personally occupy the property for more than 185 days a year. After reviewing, the Directors will return the form with a provisional clearance for the homeowner to apply with the City of Colorado Springs to obtain the required permit.

Note: The top portion of this form must be completed, and submitted to the CVHA Board for approval, prior to a homeowner applying to obtain a Short-Term Rental permit from the City of Colorado Springs **and annually** 45 days prior to the homeowner applying for permit renewal.

On approval of the city permit, the homeowner will provide the information required on the bottom portion of the CVHA form and return it with a copy of their permit to the CVHA Administrator (PO Box 49512, Colorado Springs CO, 80949).