



# HELLO, NEIGHBOR!

*Dear Neighbor,*

I wanted to let you know that I've been approved by the City of Colorado Springs to utilize my home at \_\_\_\_\_ as a short term rental. I am looking forward to the opportunity of sharing our wonderful City with guests, but also want to make sure that my neighbors are well informed. Below is the contact information for \_\_\_\_\_ they are available 24 hours a day 7 days a week when our home is rented in the case of a non-life threatening emergency. Additionally, the Good Neighbor Guidelines given to you with this letter will be posted in the home in a prominent location informing renters of some of the rules and regulations in our City.

If you have questions please contact me at \_\_\_\_\_

*Sincerely,*

**PRIMARY LOCAL EMERGENCY CONTACT:**

Name:

Phone:

**SECONDARY EMERGENCY CONTACT:**

Name:

Phone:

**SHORT TERM PERMIT RENTAL NUMBER:** \_\_\_\_\_

Code Enforcement: (719) 444-7891