

City of Salida

Frequently Asked Questions

What is a Short-Term Rental?

A Short-Term Rental, also known as a vacation rental, is the rental of a legally-licensed dwelling unit for periods of less than 30 consecutive days per occurrence. A Short-Term Rental License is required prior to advertising and renting your property.

Who needs to apply for a Short-Term Rental License?

Any owner renting a property for a period of 30 consecutive days or less is required to apply for a Short-Term Rental Permit. It is the owner(s)' responsibility to know and comply with all ordinances, resolutions and regulations that apply to short term rentals within the City of Salida.

What if I do not obtain a Short-Term Rental License?

Renting or advertising your home for rent on a short-term basis without a license is in violation of the City of Salida's ordinances and subject to enforcement processes as provided for in City Code Sec 6-6-20. Continued non-compliance with the Short Term Rental License program will result in fines up to \$2,650 per day.

What is the Occupational Lodging Tax?

This is an occupation tax levied on the businesses that lease or rent short term rental units within the City of Salida for less than thirty consecutive days at the rate of \$15 per room per night. The person or entity furnishing such short-term accommodations shall pay the tax to the City.

When is the Lodging Tax due?

Lodging Tax payments are due quarterly. Taxes for each quarter are due on April 25th for the first quarter, July 25th for the second quarter, October 25th for the third quarter and January 25th for the fourth quarter. If there was no rental activity for the entire quarter, you are still required to submit the completed Occupational Lodging Tax form.

How is penalty and interest calculated on late payments?

PENALTIES: If you miss the deadline, the penalty is a \$50 late fee.

INTEREST: There is an interest fee of .833% per month that will accrue on the unpaid balance.

Do I also need to obtain a separate business license?

No. The STR Business License is all you need to begin advertising your rental and remitting taxes.

What is the cost of an STR License?

There is an annual fee of \$1000 and a one time up front fee of \$200 for administrative review.

Does my short-term rental license apply to multiple properties?

No. You are only allowed to short-term rent one dwelling unit per license in the City of Salida.

Do I have to display my license?

Yes. The STR License and visitor emergency information must all be posted in a conspicuous place within the short-term rental unit at all times. Your STR License PDF can be found in the Business Center by clicking your account name under "Manage Your Account(s)".

Is the City working with Airbnb?

No. Airbnb does not collect or remit lodgers' tax to the City of Salida on behalf of property owners and/or authorized agents.

Is the City working with Vrbo?

No. Vrbo does not collect or remit lodgers' tax to the City of Salida on behalf of property owners and/or authorized agents.

Can I pay by credit card?

Yes! We are able to take Visa and Mastercard if the amount due is under \$1,000. The City of Salida does not assess a convenience fee but your credit card company might impose a fee.

Can I pay by e-check ?

Yes! If your Occupational Lodging Tax is over \$1,000, you can select your e-check during checkout. In doing so, you authorize you bank to send the payment electronically to the City of Salida. The City does not pull the money from your account, ever.

I need to close my account. What do I do?

Please email the city of Salida at deputyclerk@cityofsalida.com. Please include the closure date and the reason you are closing the account.

How do I amend a return?

Please email deputyclerk@cityofsalida.com letting us know you need to file an amended return. In the email please include:

- 1) Your six digit license/account number, and owner name
- 2) Period you need to amend (i.e. Q1 2021 form due April 25th)
- 3) If you overpaid or underpaid your original form
- 4) Brief explanation as to why the form needs to be amended

Once we receive this email we will review your account and send you further instructions.

What types of assistance can MUNIREvs provide to me?

MUNIREvs can assist you with all your system and account questions. Whether you have a question about your account or technical questions about how to do something in MUNIREvs, please reach out to our support team. We can always reach out to the City on your behalf if we need their assistance with one of your questions. You can reach MUNIREvs at support@munirevs.com and by phone at (888) 751-1911.

Where are my tax forms? My Action Center is empty.

Your tax forms will be available on the 1st day of the month following the last day of the tax period. For example, the Quarter 1 (January-March) tax forms will be available in your Action Center on April 1. If you do not see the forms you expected, simply contact MUNIREvs support for assistance.

Can I manage multiple properties with one login?

Yes - to do so, click Add accounts from your user login under Manage Your Account(s). You will need your 6 digit Account Number and the LODGINGRevs Activation Code to connect to an existing property record.

Can a property have more than one user?

Yes, each property can have an unlimited number of users. Each user is required to provide the 6 digit Account Number and the LODGINGRevs Activation code to be authorized to connect to an existing property record.

I did not receive or I misplaced the letter with my activation code. What do I do?

Contact MUNIREvs support@munirevs.com or by phone at (888) 751-1911 for assistance. You will need to confirm account details to be verified for the account. To protect the security on property accounts, you will need written (e-mail) permission from a registered owner or officer of the property for us to provide you with a new activation code.

Can I file a Zero File tax return through MUNIREvs?

To file a zero file tax form, select your tax form from your Action Center. Then, complete the required information on the remittance, including Gross Rents and any deductions. You will be prompted to confirm your desire to complete the return as a Zero File return.

What payment types are accepted by the City through MUNIREvs?

The City accepts ACH Debit, or e-check as well as the following major credit cards: Visa, Mastercard and Discover.

Can I schedule a payment in MUNIREvs?

For your security, MUNIREvs does not store any payment information in the system. You will need to enter your desired payment information each time you check out.

How do I change the User on a Property?

All users need to register, just as you did, by going to the home page for that jurisdiction (i.e. <https://salida.munirevs.com>). They will click on the "Go" button under "New Users". They will also need the 6 digit account number and Activation Code for the property.

I forgot my password. What do I do?

From the Log In page, click the "Forgot your password" link and follow the instructions that will be e-mailed to the User's registered e-mail address.

Do I have to login to MUNIREvs to see my alerts and reminders?

No. All alerts are e-mailed to your authenticated e-mail address. When you login to the system, you will also see any open alerts that need to be addressed in your Action Center.

For Assistance, Contact
MUNIREvs Support

support@munirevs.com

(888) 751-1911

When contacting support, be sure to include the jurisdiction (Salida) and your account number in all emails or voicemails. This will help us assist you as promptly as possible. Thanks!

