Vail Fire Community Connect Information Sheet

If you are a management company of multiple properties or an owner that has a property or multiple properties, click on the BUSINESS OWNERS tab to create an account associated with your STR properties. **Only one account needs to be created for multiple STRs that the management company or owner is managing.**

Once the account is created, the management company or owner will need to fill out the My Info section as the management company or owner. The Contacts box is where the STR's owners information will need to be entered.

Once your first property is created, click the blue plus symbol to add each additional STR property. The My Info information should remain with the same management information. Then select Contacts box again and add next owner information.

The following boxes must be completed prior to your scheduled inspection:

- My Info – Your management contact information (see screenshots below)
- Contacts – Owner's information and additional people to notify if you cannot be contacted by the FD (see screenshots below)
- Occupancy Information – General information if STR is on a commercial property. You may leave this blank if this is a residential occupancy.
- Access & Utilities – If there are shut-offs or isolations of utilities in the STR itself, then provide these locations, e.g., the *Main power shut-off to STR is in the garage.* If these are in the building, provide the best locations for FD to access these, e.g., the *Main power shut-off to STR is in the basement of the building*
- Fire Systems – If STR has a fire alarm system, silence codes need to be entered in this section under the Description tab. If STR has a fire sprinkler system, provide the location of control valves for a fire sprinkler system. **DO NOT PROVIDE SILENCE AND RESET CODES TO RENTERS**
- Issues with Community Connect: please contact one of the three Vail Fire Stations.

***As you edit each section, be sure to click SAVE or ADD button on each box.

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