



# Denver Short-Term Rental Licensing Process

[www.DenverGov.org/ShortTermRentals](http://www.DenverGov.org/ShortTermRentals)

## Step 1: Register for a **Lodger’s Tax ID #** and other applicable taxes

- Click “Register A New Business” under the “New User Registration Tab” in the Ebiz Center
- It will take 5-10 days to process online applications; users cannot access their online account during this time. Applications received in-person will be processed immediately
- Must be renewed every two years; includes a \$50 license fee
- 10.75% tax based on the total amount charged for lodging, including fees

**\*\*Please direct all tax-related questions to Treasury at 720.913.9400\*\***

	Lodger's Tax ID:	STR Business License:
<b>Department:</b>	Treasury	Excise and Licenses
<b>Website:</b>	<a href="http://www.denvergov.org/ebiztax/">www.denvergov.org/ebiztax/ /</a>	<a href="http://www.denvergov.org/strapplication">www.denvergov.org/strapplication</a>
<b>Application Help:</b>	<a href="#">Assistance Sheet</a>	<a href="#">Step-by-step Guide</a>
<b>Processing time:</b>	5-10 days	License issued automatically
<b>License # format:</b>	#####-04####	2017-BFN-#####
<b>Find Your License:</b>	License will be mailed (example)	License will be emailed (example)
<b>After Issuance:</b>	Collect and remit 10.75% tax	Post Business File Number (BFN) in online listings

## Step 2: Apply for your **STR Business License**

- This portal is separate from the EBiz Center and requires setup of a new username and password
- The Lodger’s Tax ID # is needed in order to complete the STR Business License application
- If the parcel # or Owner information is not populating, call Public Works at 720.865.3002
- Your license and BFN can be found by logging into [www.denvergov.org/strapplication](http://www.denvergov.org/strapplication), clicking on “My Licenses”, and selecting “Attachments” in the dropdown menu
- Must be renewed annually; includes a \$25 license fee

## Step 3: Post your Business File Number (BFN) in all online listings

- AirBnb has guidance for posting your BFN: <https://www.airbnb.com/help/article/1404/denver--co>
- Other websites (VRBO, Stay Alfred, HomeAway, Craigslist, etc.) do not have guidance, but you are required to post your BFN in their listings

## After You Are Licensed:

- Provide a rental packet to all guests upon booking. Check out our [Template](#) to get started!
- Maintain general liability insurance to protect against property damage/bodily injury. The insurance offered through AirBnb, and other platforms, is sufficient for licensing purposes.
- Your STR must have an operable smoke detector, carbon monoxide detector, and fire extinguisher