Short-Term Rental Application Guide

Please visit www.denvergov.org/shorttermrentals for more STR-related information

We strongly recommend using Google Chrome or Safari browsers to complete the online application.

**Step 1: Obtain A Denver Lodger’s Tax ID#**

Go to [www.denvergov.org/ebiz/](http://www.denvergov.org/ebiz/) or visit the Treasury office in-person to apply. They are located on the 1st floor of the Webb Building next to the Subway. Please see the [Lodger’s Tax ID Application Assistance Sheet](http://www.denvergov.org/ebiz/) when filling out the application.

If you have your Denver Lodger’s Tax ID # then please move forward to Step 2.
Step 2: Apply for the STR Business License

Once you have your Denver Lodger’s Tax ID, apply for your Short-Term Rental License online at https://www.denvergov.org/AccelaCitizenAccess/Account/RegisterDisclaimer.aspx

A step-by-step guide through the online application portal follows. If you have any issues during the online application portal process, please contact us at STR@denvergov.org or call 3-1-1.
Read the General Disclaimer and then check the box accepting the terms and then click on “Continue Registration”.
Fill out all “Login Information”. You will need to remember all of your login information along with the security question and answer.

Click on “Add New” box to enter your Contact Information”
You will see the “Contact added successfully” message. If you need to Edit or Remove that contact, you can click on one of those buttons. If you do not need to edit move to the next section “I’m not a robot”.

This box will pop up after you click on “Add New” above. Fill out all required fields. Click “Continue when all fields are completed.”
Click on the “I’m not a robot” box.

Follow instructions on pop up window and then click on “Verify”.

You will see the Green Checkmark for success. Then click on “Continue Registration”.
You will now enter your Username or E-mail that you used to register your account. Enter your password and click on “Log in”.
This will be your main page for your account. It’s your “library” of licenses that you have applied for online. To start your application for your Short-Term Rental License, click on “Apply New” under Business Licensing.
Read the General Disclaimer and then check the box to agree to the Terms, then click “Continue Application”
Click on the button by Short Term Rental License and then click on “Continue Application”.
Answer all Eligibility Questions and then click on “Continue Application”
This is a list of types of required documents that will need to be uploaded during this online application process. Gather the required documents and have them saved to your computer documents folder. Make sure that your Colorado Driver’s License or Colorado Identification Card shows the front and back. If you are renting, make sure the Possession of Property Certificate is completed and signed appropriately before uploading. Click on “Continue Application”
Click “Add New”.Box on right will pop up. Fill out information and then click on “Continue.”

Click “Add New”. Box on right will pop up. Fill out information and then click on “Continue.”

Once you have filled out the “Applicant” information and the “Mailing Address”, click on “Continue Application”
Review all information for accuracy. If you need to edit, click on the “Edit” button, make edits and then click on “Continue”. If all information is correct, click on “Continue Application” below.
Enter your “Street Number” and “Street Name” and then click on “Search”. Once the address is filled in, then click on “Continue Application”
Click on “Add Manager”, fill out the information in the pop-up window and click on “Submit”. Review information. If you need to, you can edit by using the “Edit Selected” button. If everything is correct, click on “Continue Application”.
Fill out the 12-digit Lodger’s Tax Account #. It must be in the format of XXXXXX-XXXXXX. That is 6 digits dash 6 digits. Click on “Continue Application”
Click on the button indicating whether you “Own” or “Rent” your primary residence. Click on “Continue Application”
Click on “Upload” next to the Colorado Driver’s License. Select the copy of the identification from your computer documents folder. Click on the next “Upload” button and upload one of the required documents listed to the left. Click on “Continue Application”
If you acknowledge and agree to all 7 “Statement of Understanding” items below, check the box and then click on “Continue Application”.
Review your application. Read the “Oath of Application”. If you agree to the certification, click on the box and then click on “Continue Application”.
This informs you as to the amount you will be paying for the license. Click on “Continue Application”. You will then be redirected to our online payment center.
This shows how much you will be charged. Click on “Checkout Now”
Enter your credit card or bank account information and then click on “Complete Transaction”
Print this page for your records. This is your receipt of payment. Your application will then be sent to Excise and Licenses for processing. Excise and Licenses will strive to process any application for a new short-term rental license within 7 business days.

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