

# Short-Term Rental Application Guide

Please visit [www.denvergov.org/shorttermrentals](http://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 1<sup>st</sup> floor of the Webb Building next to the Subway.

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](mailto:STR@denvergov.org) or call 3-1-1.

## Denver's Permitting and Licensing Center

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### Account Registration

You will be asked to provide the following to open an account:

- Username and password
- Contact information

Please review and accept the terms below to proceed.

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I have read and accepted the above terms.

[Continue Registration »](#)

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.

[Register for an account](#) [Login](#)

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### Account Registration Step 2: Enter/Confirm Your Account Information

\* Indicates a required field.

#### Login Information

Please click on the (?) button for help.

\* Username: 

\* E-mail Address:

\* Password:

\* Type Password Again:

\* Enter Security Question:

\* Answer:

#### My Contact Information

\*Required

[Add New](#)

I'm not a robot



[Continue Registration »](#)

Click on "Add New" box to enter your Contact Information"

**Contact Information**

\*Address Line 1:  
201 W Colfax Ave

\*City:  
Denver

\*State:  
CO

\*Zip:  
80202-

Home Phone: Business Phone: \*Cell Phone:  
(720) 865-2684

Fax:

\*E-mail:

**Continue** **Clear** Discard Changes

This box will pop up after you click on “Add New” above. Fill out all required fields. Click “Continue” when all fields are completed.

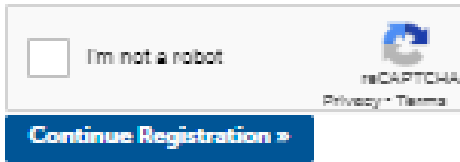
**My Contact Information**

\*Required

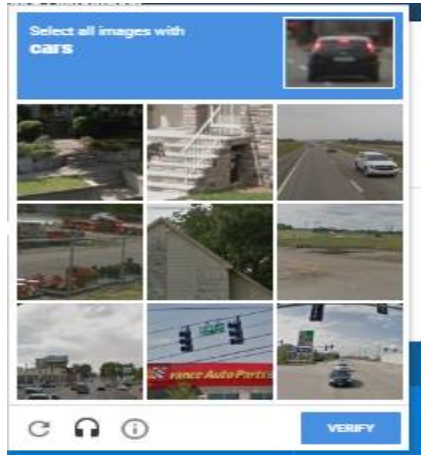
✔ Contact added successfully.

Home phone:  
Mobile Phone:(720) 000-0000  
Work Phone:  
Fax:  
**Edit Remove**

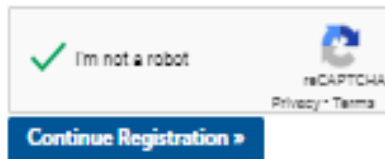
You will see the “Contact added successfully” message. If you need to Edit or Remove that contact, you can click on one of those buttons. If you do not need to edit move to the next section “I’m not a robot”.



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”.

## Denver's Permitting and Licensing Center

 [Home](#) [Development Services](#) [Business Licenses](#) [Contractor Licensing](#) [Right-of-Way](#)[Advanced Search](#)Username or E-mail: Password:  Remember me on this computer[I've forgotten my password](#)[New Users: Register for an account](#)

You will now enter your Username or E-mail that you used to register your account. Enter your password and click on "Log in".

### Please Log In

Online services require login. If you are an existing user, please enter your username and password in the box on the right.

### New Users

If you are a new user, please register for a free account.

#### Contractors

Make sure you add your contractor's license to your account. Once you are logged in, go to "My Account" and click "Add a License."

Need help fast? [Online FAQs and tutorials here.](#)

If you can't find your answer online, call Denver 311:

Within Denver, dial 3-1-1

Outside of Denver, dial 720-913-1311

Hours are 7am-8pm (M-F) and 8am-5pm (Sat./Sun.).

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### Welcome

You are signed in. Choose from common services below or find more services within the navigation above.



#### Development Services

Construction permits, site planning, fire prevention, plan review, inspectors

[Apply for a Permit](#) | [Find Your Record](#)



#### Right-of-Way (ROW) Services

Address assignments, street occupancy and cut permits, sanitary sewer repair and cutoff permits

[Apply for a Permit](#) | [Find Your Record](#)



#### Business Licensing

Short-term rentals, temporary restaurants, private security employers

[Apply New](#) | [Renew or Manage](#) | [Search Licenses](#)



#### Occupational Licensing

Security guards

[Apply New](#) | [Renew or Manage](#) | [Search Licenses](#)



#### Contractor Licensing

Demolition, construction, and trades

[Apply New](#) | [Renew or Manage](#) | [Search Licenses](#)

Dial 3-1-1 within Denver, (

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.



## Denver's Permitting and Licensing Center

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### Online Application

Welcome to Agency's Online Permitting System. Using this system you can submit and update information, pay fees, schedule inspections, track the status of your application, and print your final record all from the convenience of your home or office, 24 hours a day.

Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before beginning your application.

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 I have read and accepted the above terms.[Continue Application »](#)

Read the General Disclaimer  
and then check the box to  
agree to the Terms, then click  
"Continue Application"



## Denver's Permitting and Licensing Center

Please select the type of license you would like to obtain:

▼ **Business Licenses**

- Private Security Employer License
- Restaurant - Temporary 
- Temporary Restaurant Event 

▼ **Occupational Licenses**

- Security Guard License

▼ **Short-Term Rental License**

- Short Term Rental License

Click on the button by Short Term Rental License and then click on "Continue Application".

[Continue Application »](#)

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## Short Term Rental License

1 **General Information** 2 Statement of Understanding 3 Review 4 Pay Fees 5 Application Review

### Step 1: General Information > Eligibility Questions

Answer all Eligibility Questions and then click on "Continue Application"

\*Indicates a required field.

#### Eligibility Questions

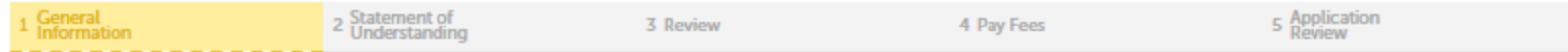
- \*Are you applying for a short-term rental license at a property which is your [primary residence](#)?  
 Yes  No
- \*Are you the owner of the property or, if you are a renter, have you obtained consent from the owner to use the property as a short-term rental?  
 Yes  No
- \*Does the use of the property for a short-term rental conform to the requirements set out in the [Denver Zoning Code](#)?  
 Yes  No
- \*Does the property have a smoke detector, carbon monoxide detector, and fire extinguisher available for guest use?  
 Yes  No
- \*Is the property to be used for a short-term rental insured as required by the [Rules Governing Short-Term Rentals](#)?  
 Yes  No
- \*Have you notified your [insurance company](#) of your intent to use the property as a short-term rental?  
 Yes  No
- \*If the property is included in a [Home Owners Association \(HOA\)](#), have you notified the HOA of your intent to use the property as a short-term rental?  
 Yes/Not Applicable  No
- \*Have you obtained a valid [Denver lodger's tax account](#)?  
 Yes  No

Save and resume within 30 days

Continue Application >



## Short Term Rental License



### Step 1: General Information > Notice of Required Documents

\*Indicates a required field.

#### Notice of Required Documents

Please be advised that, before submitting this application, you will need to upload the following documents. If you do not have these documents, please save your application and return to it once you have obtained them.

Incomplete applications will be rejected.

#### ALL SHORT-TERM RENTAL APPLICANTS

Note - the documents below must reflect the name of the Applicant and the address of the Short-Term Rental

- A copy of your Colorado Driver's License or Colorado Identification Card
- **And** at least one of the following:
  - Motor Vehicle Registration
  - Voter Registration
  - Tax Documents
  - Utility Bill

#### IF YOU DO NOT OWN THE SHORT-TERM RENTAL PROPERTY

Note - the document below must reflect the name of the Applicant and the address of the Short-Term Rental

- A Possession of Property Certificate

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"

For more information about these documents please refer to the [Short-Term Rental Web Page](#)

Save and resume within 30 days

Continue Application »

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- Right-of-Way

- Apply for a License
- Search Licenses

## Short Term Rental License

- 1 General Information**
- 2 Statement of Understanding
- 3 Review
- 4 Pay Fees
- 5 Application Review

### Step 1: General Information > Applicant Information

#### Applicant

The person applying for the short-term rental license.  
Status updates and your professional license will be sent to the email address provided here.

[Add New](#)

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

#### Applicant Contact Information

\* indicates a required field.

\*First Name  \*Last Name

Birth Date

\*Address Line 1

Address Line 2

\*City  \*State  \*Zip

\*Phone Number

\*Email Address

[Continue](#) [Clear](#) [Discard Changes](#)

#### Mailing Address

Please provide a mailing address.

[Add New](#)

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

#### Mailing Address Contact Information

\*Mail To

\*Address Line 1

Address Line 2

\*City  \*State  \*Zip

[Continue](#) [Clear](#) [Discard Changes](#)

#### Optional Email Notification Recipient

If you would like an additional person to receive application notifications and a copy of your information here.

[Add New](#)

Once you have filled out the "Applicant" information and the "Mailing Address", click on "Continue Application"

Save and resume within 30 days

[Continue Application >](#)

## Short Term Rental License

1 General Information	2 Statement of Understanding	3 Review	4 Pay Fees	5 Application Review
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### Step 1: General Information > Applicant Information

\* indicates a required field.

#### Applicant

The person applying for the short-term rental license.  
Status updates and your professional license will be sent to the email address provided here.

✔ Contact added successfully.

**Audra Miller**  
Business Name:  
Full Name:  
Birthdate: 01/01/2000  
Address Line 1: 201 W Colfax Ave  
Address Line 2:  
City: Denver  
State: CO  
Zip Code: 80202  
Email Address: audra.miller@gmail.com  
Phone Number: (720) 865-2684  
Edit Remove

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.

#### Mailing Address

Please provide a mailing address.

✔ Contact added successfully.

Business Name: **Audra Miller**  
Full Name:  
Birthdate:  
Address Line 1: 201 W Colfax Ave  
Address Line 2:  
City: Denver  
State: CO  
Zip Code: 80202  
Email Address:  
Phone Number:  
Edit Remove

#### Optional Email Notification Recipient

If you would like an additional person to receive application notifications and a copy of your professional license once it is issued, please add his or her contact information here.

Add New

Save and resume within 30 days

Continue Application »

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### Short Term Rental License

1 **General Information** 2 Statement of Understanding 3 Review 4 Pay Fees 5 Application Review

#### Step 1: General Information > Short Term Rental Address

\* indicates a required field.

#### Short Term Rental Address

Please enter the street number and street name of your primary address. Then click "Search" to validate the address. After clicking "Search", you will be given the opportunity to select any applicable unit number or street direction.

Your primary address will be licensed as your short-term rental.

\* Street No.:  Direction:

\* Street Name:  Street Type:

Unit Type:  Unit No.:

Enter your "Street Number" and "Street Name" and then click on "Search". Once the address is filled in, then click on "Continue Application"

## Denver's Permitting and Licensing Center

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Short Term Rental License

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Search...

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"

### Step 1: General Information > General Manager Details

\* indicates a required field.

#### General Manager Details

You must designate at least one individual as your General Manager/Local Responsible Party for the duration of a short-term rental guest's stay. A General Manager/Local Responsible Party is an individual located at the licensed premises and is authorized to make decisions regarding the short-term rental period who has access to the licensed premises and is authorized to make decisions regarding the short-term rental period who has access to the licensed premises.

Showing 0-0 of 0

Name	Home Address	City
No records found.		

**Add Manager** **Edit Selected** **Delete Selected**

**GENERAL MANAGER (LOCAL RESPONSIBLE PARTY) DETAILS**

\*Name:  \*Home Address:  \*City:

\*State:  \*Zip:  \*DOB:

--Select--

\*Direct Phone No.:  \*Email:

**Submit** Cancel

are not in the City and  
and  
rm rental period who has  
m re

**Email**

**Continue Application »**

Save and resume within 30 days



## Denver's Permitting and Licensing Center

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### Short Term Rental License

**1** General Information **2** Statement of Understanding **3** [Statement of Work](#)

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"

### Step 1: General Information > Lodgers Tax Account Details

\* indicates a required field.

#### Lodgers Tax Account Details

Individuals operating a short-term rental in Denver must maintain a lodger's tax account and a short-term rental business license at all times.

Please enter your lodger's tax account number below. If you do not have a lodger's tax account, please opt to "Save and resume" your application below, and [obtain a lodger's tax account](#) before returning to your application.

Lodger's Tax Account #: \*

[Find your Lodger's Tax Account #](#)

Please visit [Treasury's website](#) for information on when and how to pay your taxes.

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### Short Term Rental License

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### Step 1: General Information > Residency/Possession Information

\* indicates a required field.

#### Possession of Property

Do you own or rent the short-term rental property?

Own:

Rent:

Click on the button indicating whether you "Own" or "Rent" your primary residence. Click on "Continue Application"

Save and resume within 30 days

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### Short Term Rental License

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### Step 1: General Information > Required Documents

#### Required Documents

Please upload the following required documents.


*Note - the name and address shown on these documents must match the applicant name and short-term rental address you previously provided.*

A copy of your Colorado Driver's License or Colorado Identification Card

[Upload](#) 

At least one of the following:

- Motor Vehicle Registration
- Voter Registration
- Tax Documents
- Utility Bill

[Upload](#) [Save and resume within 30 days](#)[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"

Short Term Rental License

- 1 General Information
- 2 Statement of Understanding

Application Review

If you acknowledge and agree to all 7 “Statement of Understanding” items below, check the box and then click on “Continue Application”

Step 2 : Statement of Understanding > Statement of Understanding

\* indicates a required field.

Statement of Understanding

If you are granted a Short-Term Rental Business License, you must comply with all rules and regulations outlined in the [Colorado Revised Statutes](#), the [Denver Revised Municipal Code](#), the [Denver Zoning Code](#), [Denver Excise and Licenses Rules Governing Short-Term Rentals](#).

I acknowledge and agree to these terms: \*

If you are granted a Short-Term Rental Business License, you shall provide a [brochure](#) to all renters that contains information required by the [Denver Revised Municipal Code](#).

I acknowledge and agree to these terms: \*

If you are granted a Short-Term Rental Business License, your smoke detector(s), carbon monoxide detector(s), and fire extinguisher(s) must remain in good working condition at all times.

I acknowledge and agree to these terms: \*

If you are granted a Short-Term Rental Business License, you must maintain an insurance policy as described in the [Denver Excise and Licenses Rules Governing Short-Term Rentals](#) at all times. Failure to maintain an insurance policy meeting this requirement shall be cause for automatic suspension of the Short-Term Rental Business License until the coverage is reinstated.

I acknowledge and agree to these terms: \*

I certify that, before submitting this application, I notified my insurance company and HOA (if applicable) that I intend to use my primary residence as a Short-Term Rental.

I acknowledge and agree to these terms: \*

I certify that I do not owe any administrative citation fines, court fees or fines, or assessments to the City and County of Denver.

I acknowledge and agree to these terms: \*

I understand that the failure to comply with any of the above terms may result in fines or the suspension or revocation of my license.

I acknowledge and agree to these terms: \*

Save and resume within 30 days

Continue Application >

## Denver's Permitting and Licensing Center

Review your application. Read the "Oath of Application". If you agree to the certification, click on the box and then click on "Continue Application"

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### Short Term Rental License

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#### Step 3: Review

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

#### Record Type

Short Term Rental License

#### Oath of Application

I declare under penalty of perjury in the second degree that this application and all attachments are true, correct, and complete to the best of my knowledge.

By checking this box, I agree to the above certification.

Date:

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### Short Term Rental License



### Step 4 : Pay Fees

Listed below are preliminary fees based upon the information you've entered.

#### Application Fees

Fees	Qty.	Amount
Short Term Rentals License Fee	1	\$25.00

TOTAL FEES: \$25.00

[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"

## Shopping Cart

Add More

**1** Short Term Rentals License-ACLA

Payment Amount: \$25.00

Accela Record ID: 19TMP-000058

SubTotal:

\$25.00

**Total:**

**\$25.00**

*Click 'Checkout Now' when you are ready to complete your purchase.*

Empty Cart

Checkout Now

## Make a Payment

[View Cart](#)[Return](#)

### Item Charges

Subtotal: \$25.00  
**Total: \$25.00**

Enter your credit card or bank account information and then click on "Complete Transaction"

- Payment from credit card  
 Payment from bank account

Credit Type: Card Number: Expiration Date:  Zip Code: [Complete Transaction](#)Safe Checkout Guaranteed. [View our Privacy and Security Policies.](#)





## Pay Online

Your transaction was completed successfully. Please print a copy of this receipt for your records.

Transaction ID #: 4804867  
Issued: 29-Jul-2019 04:17 PM

Description

1 Short Term Rentals License-ACLA

Payment Amount: \$25.00

Accela Record ID: 19TMP-000058

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.

Subtotal:

\$25.00

**Total:**

**\$25.00**

Payment: MasterCard - \*\*\*\*\*3005 - 03/28

Reference Number:

Authorization Number: TEST

Response Code:

USD \$25.00

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