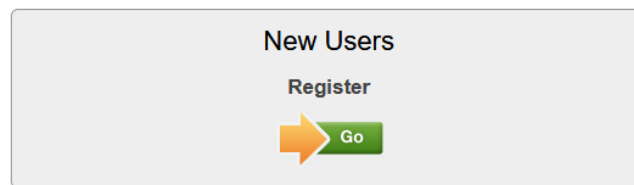


Applying for a new short-term rental registration in MUNIREvs

1. Go to <https://vail.munirevs.com>

2. If you have an existing username, sign in and under the section "Manage your Account(s)" click on "Add or remove accounts from your user login by clicking here." Next, select the statement "I have a new business and need to apply for a license" and continue with step 5.



3. Follow the steps to verify your email and enter your contact information.

4. After you submit, you will be presented with two options, select the statement "I have a new business and need to apply for a license"

 I have a new business and need to apply for a license.

Please do NOT choose this option if you have an existing license as it will create a new business and related tax for business, please select "I already have an existing license." above and use the link to contact MUNIREvs Support.

5. Enter your business name, business type and your role in the business. The correct business type for short-term rental properties is rental by owner. The business name must match the owner of record, and the business address must match the Vail rental property address.

A screenshot of a registration form. It has three fields: "Business Name" with the text "STR Example", "Business Type" with a dropdown menu showing "Rental By Owner", and "Your Role" with a dropdown menu showing "Owner". Below the form is an orange "Continue" button.

6. Click the orange Continue button.

7. Complete all the required information, including all red asterisks. When entering dates, be sure to use two digits for each entry. For example; use 01/01/2020 instead of 1/1/2020. You can also select the correct date from the calendar drop down.

8. Click submit, this will send the application to the Town of Vail for approval.

9. You will receive an email notice when the initial application is approved. The Town will then assign you the second registration task that needs to be completed, where you will upload the registration documents.

10. Log back into your account. Listed under *Open Tasks* will be the registration task listed. Click on the listed task to begin the process of completing the registration. Ensure you have these documents ready to upload online:

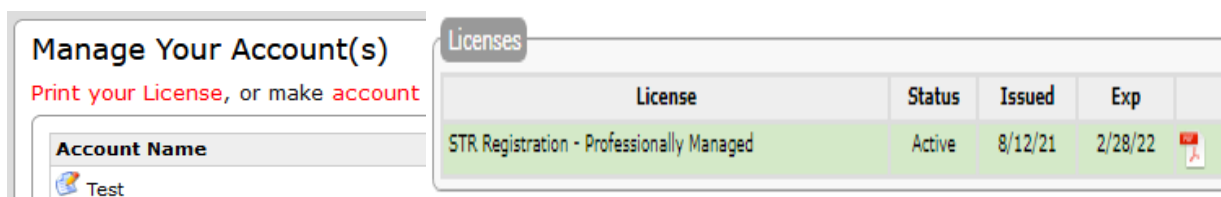
- Self-Compliance Affidavit
- Local Representative Form
- Local Representative's Driver's License

If you need to still complete one of these forms you can find them at our website, under the tab "Individual Property Owners:" <https://www.vailgov.com/government/departments/finance/short-term-rentals/short-term-rental-registration-applications>


During this process you will be asked to input additional information about the short-term rental property, and you will be uploading each registration document separately when prompted. At the end of the process is where you will submit the registration payment.

11. Once the registration task and the payment for short-term rental registration has been completed, the Town will process the uploaded information. You will be contacted if there is additional information needed by email. If no additional information is need, your registration will be approved.

12. To print your registration certificate, click on the account name under manage your accounts. Then click on the PDF symbol next to the registration as shown below:



The screenshot shows a web interface titled "Manage Your Account(s)". Below the title, there is a red link that says "Print your License, or make account". To the right, there is a tab labeled "Licenses" above a table. The table has columns for "License", "Status", "Issued", "Exp", and a PDF icon. One row is visible with the following data:

License	Status	Issued	Exp	
STR Registration - Professionally Managed	Active	8/12/21	2/28/22	

13. To share the license with another user, you will give them the registration or license number and code shown under Manage Your Account(s) in the business center.

14. They will then create their own login at <https://vail.munirevs.com> and add the license and code to their account. This allows multiple parties to access and file your returns. They will follow steps 1-3 then select the option "I already have an existing business." They can then enter your license and code to see your information, license, and file sales tax for you.