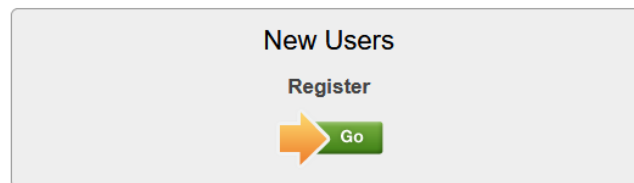


Applying for a new short-term rental registration in MUNIREvs as a property manager

NOTE: If you do not have a property management business license, please begin on page two in the section: *How to apply for a property management business license.*

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.



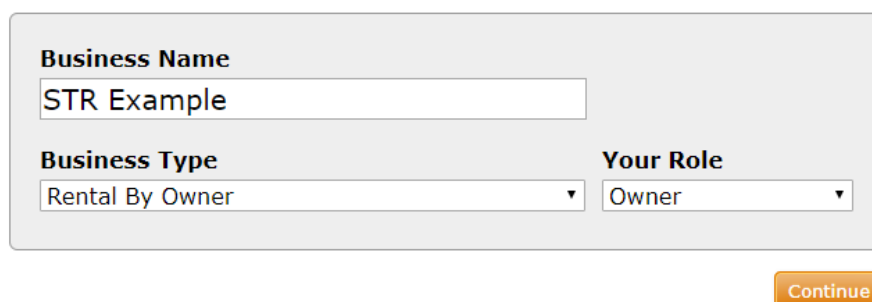
3. Follow the steps to verify your email and enter your contact information.

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.



6. Click the orange Continue button.

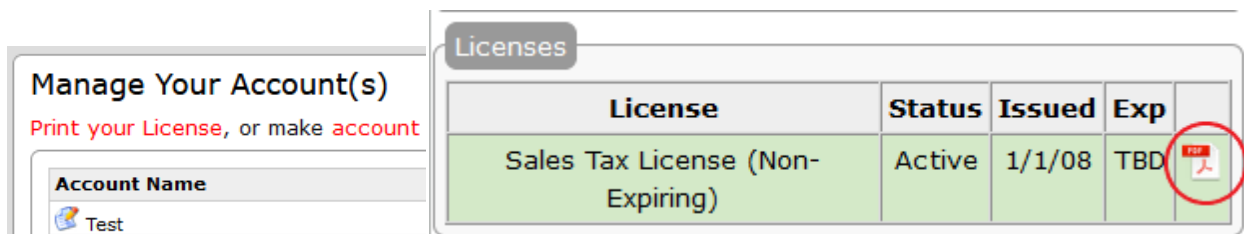
7. Complete all the required information, including all red asterisks. When entering dates, be sure to use two digits for each entry. For example; use 01/01/2020 instead of 1/1/2020. You can also select the correct date from the calendar drop down. Make sure you select “I am using a Property Manager” under the section: **Select if you are using a property manager or renting individually:**

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 assign you additional open tasks for the type of registration applied for.

10. Log back into your account and click on the registration task listed under *Open Tasks*. If your property needs to complete a fire inspection, then this task will be listed here. This is where you will schedule the fire inspection. If your property is managed by the 24/7 on-site management business, then your property is exempt from this requirement. For the short-term rental licensing task, you will input additional information about the short-term rental property, list the local representative’s contact information, and submit the licensing payment. The Town will review the information inputted and will approve the registration if no additional information is need.

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



The screenshot shows a web interface with a sidebar on the left and a main content area. The sidebar has a section titled "Manage Your Account(s)" with a sub-link "Print your License, or make account" and an "Account Name" field containing "Test". The main content area has a "Licenses" tab and a table with the following data:

License	Status	Issued	Exp	
Sales Tax License (Non-Expiring)	Active	1/1/08	TBD	

12. To register for any additional short-term rental registrations, follow steps 4-10.

How to apply for a property management business license

1. Go to <https://vail.munirevs.com>
2. Click “Go” under the *New User* tab.
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.

Business Name

Business Type **Your Role**

[Continue](#)

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 assign you additional open tasks for the type of registration applied for.

10. Once all additional tasks are completed, including payment of any fees due for a property management business license, the Town will approve your final license. To print your license, click on the account name under manage your accounts. Then click on the PDF symbol next to the license as shown below:

Manage Your Account(s)
Print your License, or make account

Account Name
Test

Licenses

License	Status	Issued	Exp	
Sales Tax License (Non-Expiring)	Active	1/1/08	TBD	