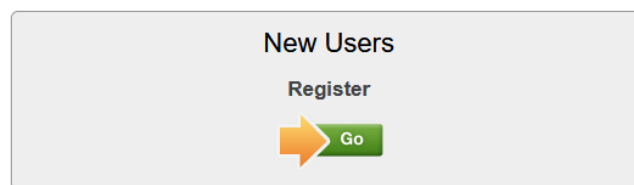


Applying for a new short-term rental license in MUNIREvs

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. If login assistance is needed, please contact **MUNIREvs Support**: 888-751-1911 or support@munirevs.com

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 main sections: "Business Name" with a text input field containing "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 marked with a red asterisk. Note: Dates will require the following format, 01/01/2020. 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 preliminary approval. Your application will not have final approval until all tasks listed below have been completed.

9. You will receive an email notice when the initial application is approved, usually 1-2 business days. The Town will then assign you the second license task that needs to be completed, where you will upload the licensing documents and submit the license fee payment.

10. Log back into your account. Listed under **Open Tasks** will be two required submissions. The first task you must complete is scheduling for a fire inspection in the fire inspection task. Inspections must be scheduled at least 60 days prior to the new license application. Follow the open task steps to schedule and complete your inspection. The second task is the licensing task. Click on this task to begin the process of completing the license. Ensure you have these documents ready to upload online:

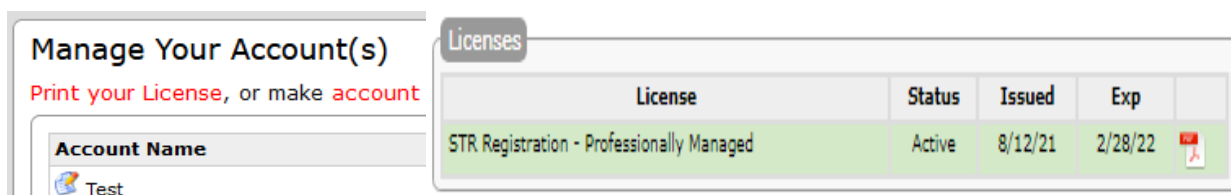
- Insurance Coverage Policy
- Self-Compliance Affidavit
- Local Representative Form
- Local Representative's Driver's License

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 license document separately when prompted. At the end of the process you will submit the licensing payment.

11. Once the license tasks and the payment for short-term rental license 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 needed, your license will be approved and an approval email will be sent to you.

12. Once approved, you can print your license by clicking on the account name under manage your accounts. You must post a copy of your license on or visible from the exterior entrance of your property. The license must be visible to "passers-by." Then click on the PDF symbol next to the license as shown below:



The screenshot shows a web interface for managing accounts. On the left, there is a section titled "Manage Your Account(s)" with a sub-link "Print your License, or make account". Below this is a table with one row: "Account Name" with the value "Test". To the right, there is a "Licenses" section containing a table with the following data:

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

13. To share the account with another user (such as property manager or accountant), you will need to give them the license number and code shown under "**Manage Your Account(s)**" in the business center.

14. the shared user will need to 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.