

Apply for Short-Term Rental License

[Littleton eTRAKIT Portal](#) provides online access to apply for a Short-Term Rental License. If you do not already have a public user account, you will need to create one. Please see [instructions to create public user account](#). Note: E-TRAKIT works best with Microsoft browsers (Edge and Explorer)

Step 1: Log into eTRAKIT



Step 2: From the home screen, select 'Apply for New Licenses'



From the Dashboard in the left-hand pane, select 'Apply for New Licenses'

HOME | DASHBOARD | VIEW/EDIT PROFILE | VIEW CART | LOG OUT | LOGGED IN AS: C

My Dashboard

Permits

- Apply for Permit
- Search Permit
- Pay Fees
- View on Map
- Issued Permits Report

Planning

- Apply for New Project
- Search Projects
- Pay Fees
- View on Map

Contractor

- Search Contractors
- Pay Fees

Properties

- Search Property
- View on Map

Inspections

- Schedule
- Cancel
- View on Map
- Scheduled

Licenses

- Apply for New Licenses
- Search Licenses
- Pay Fees
- Renew

Map

- View Map
- Locate My Address

Shopping Cart

- Pay All Fees
- Paid Items

Contact

- Contact us

Hello

Below is a Dashboard of your current activities.

LINK TO PERMITS AND PROJECTS

My Active Permits 1 total

My Active Licenses 4 total

Step 3: Select Short-Term Rental as the license Type

License Application

STEP 1 ENTER LICENSE INFORMATION | STEP 2

License Information

Type

Licensee Name

ARBORIST

RENTAL REGISTRATION

SHORT TERM RENTAL

Step 4: Choose Sub Type if address is primary address

License Application

STEP 1 ENTER LICENSE INFORMATION STEP 2 STEP 3

License Information

Type: SHORT TERM RENTAL

SubType: PRIMARY RENTAL LICENSE

Licensee Name: [input field]

Step 5: Enter Licensee name

Note Instructions with link to [Short-Term Rental \(STR\) License information page](#)

License Application

STEP 1 ENTER LICENSE INFORMATION STEP 2

License Information

Type: SHORT TERM RENTAL

SubType: PRIMARY RENTAL LICENSE

Licensee Name: [input field]

Additional Information

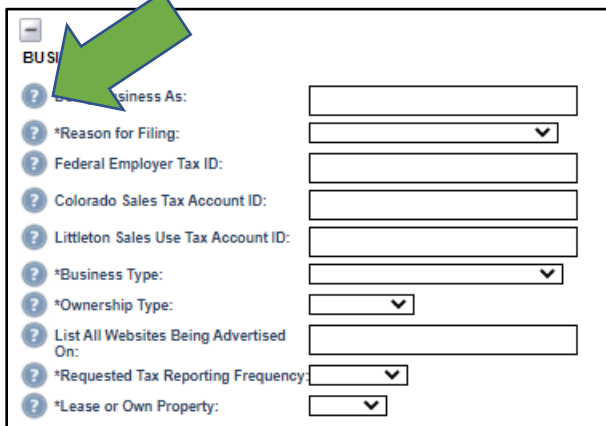
INSTRUCTIONS

Short Term Rental:
<https://www.littletongov.org/city-services/permits-licenses/short-term-rental-str-license>

Tool Tips:
Hover your mouse over the question mark (tool tip) next to the field for guidance regarding the specific information being asked for.

Step 6: Provide business information

Hover your mouse over the question mark (tool tip) next to the field for guidance regarding the specific information being asked for.



Business As:

*Reason for Filing:

Federal Employer Tax ID:

Colorado Sales Tax Account ID:

Littleton Sales Use Tax Account ID:

*Business Type:

*Ownership Type:

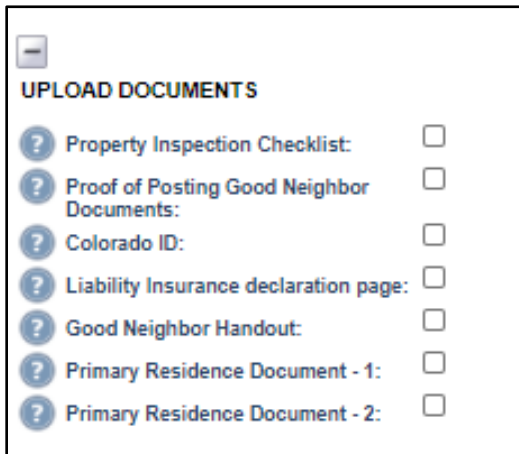
List All Websites Being Advertised On:

*Requested Tax Reporting Frequency:

*Lease or Own Property:

Step 7: Attach all documents

The following documents are REQUIRED at the time of application. Please use the upload button below to attach the documents to your application.



Property Inspection Checklist:

Proof of Posting Good Neighbor Documents:

Colorado ID:

Liability Insurance declaration page:

Good Neighbor Handout:

Primary Residence Document - 1:

Primary Residence Document - 2:

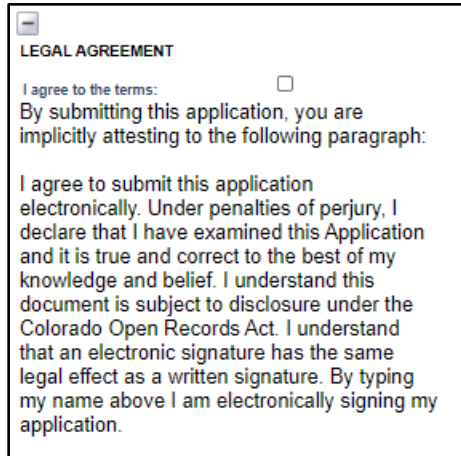
Click the following links for forms and additional information:

- [Property Inspection Checklist](#)
- [Good Neighbor Handout](#)
- [Short-Term Rental Ordinance](#) for ordinance information

Read and agree to Legal Agreement

By submitting this application, you are implicitly attesting to the following paragraph:

I agree to submit this application electronically. Under penalties of perjury, I declare that I have examined this Application and it is true and correct to the best of my knowledge and belief. I understand this document is subject to disclosure under the Colorado Open Records Act. I understand that an electronic signature has the same legal effect as a written signature. By typing my name above, I am electronically signing my application.



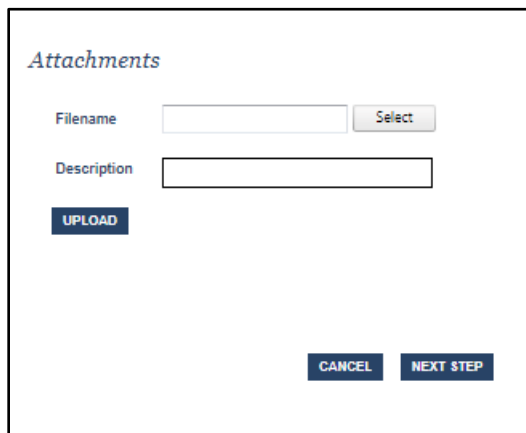
LEGAL AGREEMENT

I agree to the terms:

By submitting this application, you are implicitly attesting to the following paragraph:

I agree to submit this application electronically. Under penalties of perjury, I declare that I have examined this Application and it is true and correct to the best of my knowledge and belief. I understand this document is subject to disclosure under the Colorado Open Records Act. I understand that an electronic signature has the same legal effect as a written signature. By typing my name above I am electronically signing my application.

Attach all documents on the above checklist, then click 'NEXT STEP' at the bottom of the page



Attachments

Filename

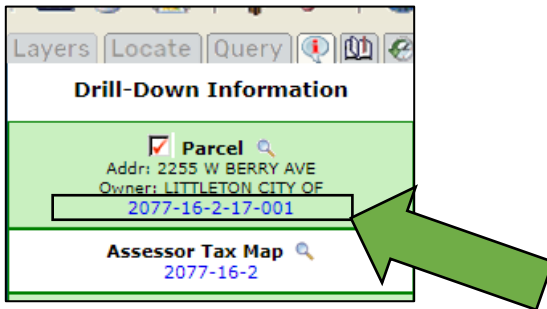
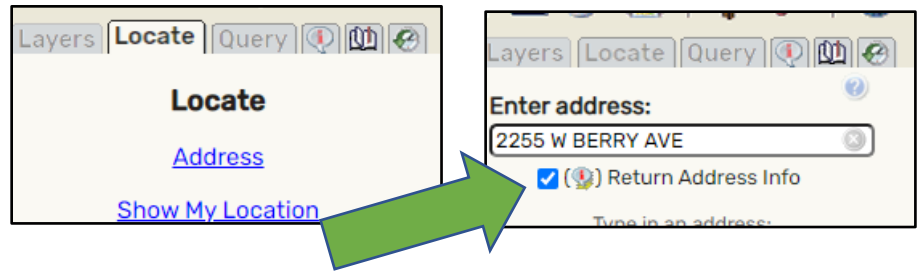
Description

Step 8: Provide all address and contact information

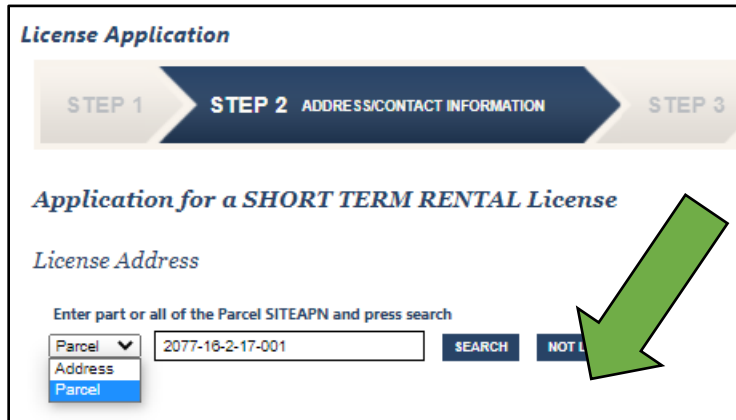
- License Address information
- Mailing Address
- Applicant Information
- Owner Information
- Emergency Information
- Local Responsible Party Information

****Note**** If you have issues finding the property address when searching, you can search for the Assessor ID on the [Arapahoe County Map](#)

- Click on the Locate tab
- Select Address
- Make sure the 'Return Address Info' box is checked
- Get your Parcel ID (AKA Accessors ID)



- Back in eTRAKIT, change the drop down from Address to Parcel and enter the Parcel ID obtained from above steps.



If you are still having trouble, click on **Not Listed**

License Application

STEP 1 **STEP 2 ADDRESS/CONTACT INFORMATION** STEP 3

Application for a SHORT TERM RENTAL License

License Address

Enter part or all of the Parcel SITEAPN and press search

Parcel SEARCH NOT LISTED

Address
Parcel

A new set of fields will appear to be filled out

License Application

STEP 1 **STEP 2 ADDRESS/CONTACT INFORMATION** STEP 3 STEP 4

Application for a SHORT TERM RENTAL License

License Address

Address Lookup

Street Number City

Street Name State

Suite Zip -

Print Name As

Email Address

Phone () - -

Fax () - -

Emergency () - -

Enter all additional contact information

- Mailing address
- Applicant Information
- Owner Information
- Other Owner's Information
- Local Responsible Party Information
- License Or Tax Contact Information
- Emergency Information

License Application

STEP 1 **STEP 2 ADDRESS/CONTACT INFORMATION** STEP 3 STEP 4

Application for a SHORT TERM RENTAL License

License Address

2255 W BERRY AVE
LITTLETON, CO 80165

[Address Lookup](#)

Print Name As

Email Address

Phone () - -

Fax () - -

Emergency () - -

Mailing Address

Same as License Address

Street Number City

Street Name State

Suite Zip -

License Or Tax Contact Information

Name Phone () - -

Address Email Address

City

State Zip -

Emergency Information

Name Phone () - -

Address Email Address

City

State Zip -

Then click 'NEXT STEP'

Step 9: Review information provided

License Application

STEP 1 STEP 2 **STEP 3 REVIEW AND SUBMIT** STEP 4

Application for a SHORT TERM RENTAL License
Review the information below prior to submitting the application

License Information <input type="button" value="EDIT"/>	License Address <input type="button" value="EDIT"/>
Type: SHORT TERM RENTAL	2255 W BERRY AVE
Subtype: PRIMARY RENTAL LICENSE	LITTLETON, CO 80165
Licensee: Owner Instructions	Mailing Address <input type="button" value="EDIT"/>

Then click 'NEXT STEP' this will submit your application.

The City of Littleton will review your application. Once your application has been approved, you will receive an email notifying you that fees are due.

License Application

STEP 1 STEP 2 STEP 3 **STEP 4 PAYMENT**

Confirmation

Your application will be reviewed.

Step 12: Payment

When you receive the email stating fees are due, log back into eTRAKiT and follow the instructions for making [payment in eTRAKiT](#).