

Long-Term Rental Property Business License and Property Registration: How-To Guide

Step 1: Obtain your business license for operating a long-term rental property business in the City of Spokane.

This process is managed by the Washington State Department of Revenue, but each business license will need an endorsement to do business in the City of Spokane. If you only operate a rental property, "Real Estate Rental – Long Term Residential" would be an appropriate business type to select during the business license application process.

Already have a business license? Great! You'll just need to ensure that you have a City of Spokane endorsement on the license, and if your current business license does not include real estate rental, you will need to add that license. Directions to add a Spokane Endorsement, click [here](#). You will need your UBI (Unified Business Identifier) for step 2.

[Apply for a business license online](#)
[Contact | Washington Department of Revenue](#)

For more information, call the DOR office at 360-705-6741, or the City of Spokane Taxes and Licenses Office at 509-625-6070.

Step 2: Register your long-term rental property or properties with the City of Spokane.

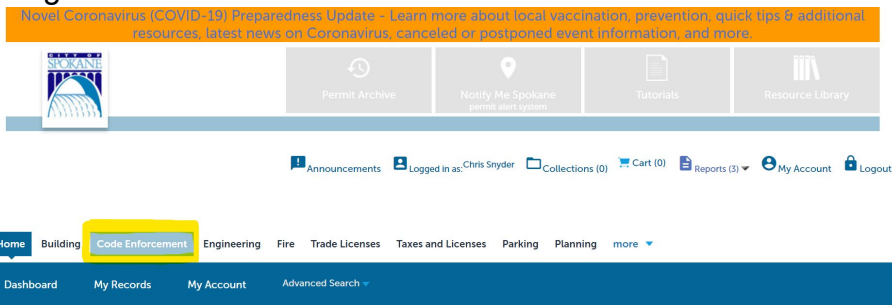
The City is using the existing online application portal, Accela Citizen Access (ACA) to facilitate the long-term rental property registration process. This is the same portal that functions as the City's online permitting system. **Information about the City's Short-term Rental monitoring program, a separate program, can be found [here](#).**

ACA Account Registration Process:

1. Navigate to the [City of Spokane Online ACA Portal](#)
2. In the upper right portion of the home page, click the '**Register for an Account**' link
3. Fill out the required fields to set up your User Name, Email Address, Password & select a Security Question & Answer. Click the checkbox to acknowledge you have read and have accepted the Terms of Service. Then click the '**CONTINUE**' button.
4. In "**Step 2 of 2: Contact Details**" Select the Contact Type "**Contact**." Taking this step will ensure that your communications regarding your account are sent to you as timely as possible via email or regular email.
5. Next, fill out the required (at a minimum) Fields including, First & Last name, Address Line 1, City, State, Zip, and email address. **Please be sure to also add your phone number in the event we need to get into contact with you via telephone.** Finally, click the '**Submit**' button which will finalize the registration of your ACA account.

Rental Registry Application Process:

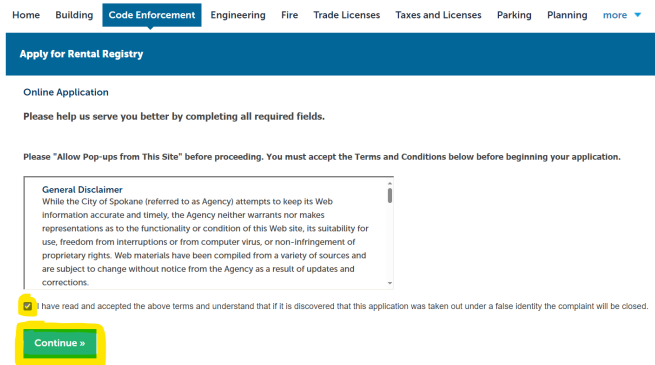
1. After completing the creation & registration of your ACA account, log into the ACA website by entering your User Name or Email address in the '**Sign In**' section in the right portion of the home page.
2. Once signed into your ACA account, click the '**Code Enforcement**' link in the middle navigation menu:



3. When on the '**Code Enforcement**' page, click the '**Apply for Rental Registry**' link just below the '**Code Enforcement**' link mentioned in the previous step:



4. Next, read the disclaimer, click the checkbox to acknowledge that you have read and accepted to terms. Then click the green '**Continue**' button.



5. If you already happen to have a City of Spokane ACA account and are a licensed professional/contractor who has applied for permits previously **AND** are using the same account, then you will likely see the '**Select a License**' webpage next. If not, please skip to Step 6. If you do, please note that it is not necessary to select your License and you can select '**None Applicable**' from the dropdown menu and click the

green '**Continue**' button.

Home Building **Code Enforcement** Engineering Fire Trade Licenses Taxes and Licenses Parking Planning [more](#) ▾

Apply for Rental Registry

Select a License

Select a license for this record from the list below. The available permit record type(s) is determined by the type of the license associated with your account.

* Licenses:

None Applicable ▾

Continue »

6. In the '**Property Information**' page, enter in the street address, by entering in the '**Street No.**', '**Direction**', '**Street Name**', and '**Street Type**'. Next, click the '**Search**' button which will search for the address of your property and then populate the Parcel and Owner information automatically when doing so.

Apply for Rental Registry

Rental Registry

1 Step 1 2 Review 3 Pay Fees 4 Record Issuance

Step 1: Step 1 > Property Information

Please enter your street address, then click the blue **Search** button to validate the address before clicking the green **Continue** button. * indicates a required field.

Address

* Street No.: 2009 Direction: W * Street Name: PACIFIC Street Type: AVE

Search Clear

Parcel

* Parcel Number: 25241.1902

Search Clear

Owner

Owner Name: REN1 LLC

Search Clear

Save and resume later **Continue** »

7. Next, on the '**Property Owner Info**' step, at a minimum, add 1 '**OWNER – RENTAL PROPERTY**' in the '**Contact List**' section. If applicable, you also have the option of adding '**MANAGEMENT CO/OPERATOR/AGENT**' Contacts. If necessary, you have the option to add multiple Contacts of varying types. You are required to add 1 '**OWNER – RENTAL PROPERTY**' Contact type though.

You can add a Contact type to the Contact List manually by clicking the **'Add New'** button, selecting the appropriate Contact Type, clicking 'Continue' and then entering in

the appropriate Contact details.

If the Contact information that you used to register for your ACA account matches one of the Contact Types, then you can automatically pull the Contact information in by clicking the **'Select from Account'** button. Doing so will then give you the option to select the appropriate Contact Type and this will populate the Contact information from your registration information. If necessary, add any additional required information.

8. After adding the appropriate Contact(s) to the Contact List, please enter in the Property Information. The Property Information section includes **'Property Name (if applicable)'**, **'Mortgage Lien Holder Name'**, **'Mortgage Lien Holder Address'**, **'Total Number of Buildings'**, **'Building Type'**, **'# of Rentable Units'**, **'Year Built'**, **'Does Owner Live at Property'**:

Custom Fields

PROPERTY INFORMATION

Property Name (if applicable):

Mortgage Lien Holder Name:

Mortgage Lien Holder Address:

Total Number of Buildings:

Building Type:

of Rentable Units:

Year Built:

Does Owner Live at Property?: Yes No

9. Next, enter in the Washington State Business License (with Spokane Endorsements) **'UBI Number'** for your Rental Company. Click the green **'Continue'** button.

RENTAL BUSINESS INFO

UBI Number:

Save and resume later

10. Next, on the Documents page, in the Attachment section, click the **'Browse Computer'** button to add a copy of your Washington State Business license with Spokane endorsements. After adding the attachment, click the **'Save'** button before clicking the green **'Continue'** button.

Step 1: Step 1 > Documents * indicates a required field

Attachment

Please submit a COPY of your Washington State Business license with Spokane endorsement.

The maximum file size allowed is 16 MB.
asp,bae,cgi,cmd,com,dll,exe,hta,html,http,httpt,htm,numbers.php,sh,vb,vbscript are disallowed file types to upload.
This application type requires you to submit the following types of documents. Subject to the collected information, you may be required to submit additional documents prior to approval.
Washington State Business License

Name	Type	Size	Latest Update	Action
No records found.				

* Type: Remove
 Washington State Business License

File:
WK-Business-License-Example.jpg
100%

Save
Select from Account
Browse Computer
Remove All

Continue >

11. The final step before paying is to Review your Rental Registry application information. If any portion of it is incorrect, you have the option to click the **Edit** button to the right, which will take you to the appropriate section and allow you to make corrections as necessary. If everything looks correct, click the green **Continue** button.
12. Complete the checkout process and pay for your Rental Registry application. Please note that the fee for registration is based on the # of Rental Units and is \$15 per unit. After completing payment, you should receive email notification that the City has received your application, and you will also be receiving additional notification emails as your application is reviewed for approval.

With any questions about the property registration process, please contact Code Enforcement at codeenforcement@spokanecity.org

CITY OF SPOKANE

