

Short Term Rental Registration Instructions

Select "Register a new short term rental...."

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Short Term Rental License Registration and Renewal Form

Welcome to the City of Bozeman's short-term rental permit registration and renewal system. What would you like to do?

If you encounter technical difficulties, please contact support+bozeman-mt@hostcompliance.com.

Ensure you have all necessary documents prior to starting the registration process. For more information on these documents please visit <https://www.bozeman.net/short-term-rentals>. Once you have verified you have all the proper documentation click next.

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To proceed you will need the following documents. Please confirm that you have them on hand.

- Site Plan (Exterior)
- Fire Safety Inspection Form
- Health Dept. Public Accommodation License
- Floor Plan (Interior)
- State of Montana Tax Registration

Choose either Resident or Property Manager

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What is your role in renting the property?

If you encounter technical difficulties, please contact support+bozeman.mt@hostcompliance.com.

Input the parcel number of the property you are registering and then press next. If you do not know your parcel number please visit www.bozeman.net/str for information on finding it.

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What is the parcel number of the property you are registering?

You can look up your parcel number on the [Assessor Site](#) website.

If you encounter technical difficulties, please contact support+bozeman.mt@hostcompliance.com.

Confirm the street address and then press next.

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What is the rental property's street address? (Don't include the unit number.)

703 S 11th Ave, Bozeman, MT 59715, USA

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Add the unit number to the property if needed.

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Does the rental property you are registering have a unit number?

Yes No

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Enter your first and last name and press enter.

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What is your first and last name?

John Doe ×

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If you encounter technical difficulties, please contact support+bozeman-mt@hostcompliance.com.

Enter your mailing address and press next.

What is your mailing address?

Address Line 1*
20 East Olive St. X

Address Line 2

City*
Bozeman

State*
Montana

Zip*
59718

Country*
United States

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NEXT press Enter

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Enter your phone number and press next.

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What is your phone number?

(406) 522-2223 X

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Enter your e-mail address and press enter.

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What is your email address?

kphillips@bozeman.net X

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Select whether or not you are using a property manager. If you are using a property manager, please follow all prompts to add their information.

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Are you using a property manager?

Yes No

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If you encounter technical difficulties, please contact support@bozeman.mt@hostcompliance.com.

Add the name of your 24/7 emergency contact as well as phone number and e-mail address then press next.

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Please confirm or update the 24/7 emergency contact's first and last name.

John Doe

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Select the type of short term rental. For more information on the types of short term rental please visit <https://www.bozeman.net/short-term-rentals>.

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What registration type are you asking for?

Type 1 - Owner Present During Rental Period

Type 2 - Owner's Primary Residence But Owner Not Present

Type 3 - Entire Home, Not Owner's Primary Residence

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Enter your zone district and press next. If you do not know your zone district please visit <https://gisweb.bozeman.net/Html5Viewer/?viewer=planning> to find your zone district. Search for your address and highlight zoning layer.

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What is your zone district?

R1

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If you encounter technical difficulties, please contact support-bozeman.mt@hostcompliance.com.

Enter the number of bedrooms and press next.

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How many bedrooms are in the property?

3

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Enter the number of onsite parking spaces and press next.

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How many onsite parking spaces are on the property?

3

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Enter the maximum number of guests and press next.

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What is the maximum number of guests?

2

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Please confirm the acknowledgments and press next.

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Please confirm the following acknowledgements.

- I acknowledge that this registration cannot be transferred to another person or entity.
- I certify that my property presently complies with all required regulations and will continue to meet the definition of the type of short term rental for which I am applying during the entire registration period.
- I acknowledge that this registration is valid for one calendar year from approval and that failure to keep a registration current will terminate any "grandfather" protections and will require compliance with current regulations applicable to my zoning district, which may not allow operation of my type of STR.

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Enter your State of Montana Tax ID number and press next.

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Enter your State of Montana Tax Registration Number

12345678

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NEXT press Enter

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Upload all required documents and press next.

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Documents required

- Site Plan (Exterior)
(We will accept PDF, PNG, JPG, JPEG, GIF, TIFF)
- Fire Safety Inspection Form
(We will accept PDF, PNG, JPG, JPEG, GIF, TIFF)
- Health Dept. Public Accommodation License
(We will accept PDF, PNG, JPG, JPEG, GIF, TIFF)
- Floor Plan (Interior)
(We will accept PDF, PNG, JPG, JPEG, GIF, TIFF)
- State of Montana Tax Registration
(We will accept PDF, PNG, JPG, JPEG, GIF, TIFF)

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Confirm how much you owe in fees and press next.

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This is how much you owe in fees:

Bank Account
Credit or Debit Card
Payment Methods \$250.00

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Confirm all information you have entered on the next page. You can make any necessary edits at this time. Press next and enter your digital signature.

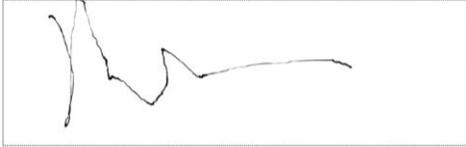
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By sending my electronic signature, I certify under penalty of perjury that this information is accurate and I am an authorized representative or owner of this property. I acknowledge that my signature is legally binding.
To sign, draw your signature in the space below while holding down your left mouse button, or use your finger on a touchscreen.

Legal name of Authorized Signatory*

Ken Phillips



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Select payment type and enter payment information. Select proceed with payment when complete.

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Please make your payment

Bank account
Amount due \$250.00

Credit / Debit card
Amount due \$250.00

Card Number *

4242 4242 4242 4242

Card Expiry *

04 / 24

Card CVC *

424

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Your registration is complete. The registration will be reviewed by the City of Bozeman. You will receive an e-mail if there are any issues with your registration. If the registration is approved you will receive an approval letter in the mail. The registration is only approved for one year and the registration must be continuously maintained.