

Reregistering Your Short-Term Rental Property

Is your Short-Term Rental Registration going to expire soon?

Per Kansas City Missouri Code of Ordinances Chapter 56 Article VIII Sec. 56-803(6), a valid, unexpired short-term rental registration is required to legally operate a short-term rental property within the City of Kansas City, Missouri. Each registration issued shall expire at the end of its registration period (1-year) and shall be subject to renewal annually. Renewal registration, or reregistration, will be accepted beginning 30 days before the end of the previous registration period. Visit the Short-Term Rental Website at <https://www.kcmo.gov/programs-initiatives/str> for more information.

How to Reregister Your Short-Term Rental

You would fill out a new application to renew your short-term rental application. It would be a similar application as your initial short-term rental registration and the fees will not be issued until the renewal application is ready to be approved.

Compass KC

You can register or renew your Short-Term Rental through Compass KC.

https://compasskc.kcmo.org/EnerGov_Prod/selfservice/KansasCityMOProd#/home

Select “Apply” (see red arrow)

The screenshot shows the CompassKC website interface. At the top left is the CompassKC logo with the tagline "CITY SERVICES AT YOUR FINGER TIPS". To the right is the Kansas City Missouri logo. A navigation bar contains links for Home, Apply, Today's Inspections, Report, Fee Estimator, Search, Calendar, Submission Forms, and Helpful Resources. Below the navigation bar is a blue banner with a notice: "Applications will be reviewed in the order we have received them. Please ensure you have attached all required documents. All documents must be complete, factual and meet the requirements of Kansas City Code Section 56-803. Incomplete applications Registrations will only be approved when the application is complete. Registrations will be granted to complete applications on a first come first served basis. Previously permitted short term rentals will take precedence when considering density requirements." The main content area is titled "Welcome to CompassKC" and features three service cards: "Search Public Records" (with a magnifying glass icon), "Apply" (with a document icon and a red arrow pointing to it), and "Login or Register" (with a user icon). The "Apply" card text reads: "This tool can be used to apply for a permit, plan or license." The "Login or Register" card text reads: "Login to an existing or create a new account. You can also find help if you forgot your login information."

Select "Permits" (see red arrow)



Good Morning, Guest



Application Assistant

Search for application names and keywords

All
Trending
LICENSES
PERMITS
PLANS

> Show Categories

Z_Limited Usage Apply

Category Name: **_Z_INTERNAL ONLY**

Description: Select this application if the registrant's primary residence, for at least 270 days of the year, is on the parcel of the proposed short-term rental dwelling unit. See 56-802(h),(m),(p). <https://www.kcmo.gov/programs-initiatives/str>

Short Term Rental Registration (Resident)

After selecting "Permits," there will be a long list that will populate. Scroll down and search for "Short-Term Rental."

You could also hold "CTRL" key and type "F" key to quickly navigate through the page to find specific topics. Typing CTRL F (or control find) would populate a small search box on the top right (see red arrow). Type the topic you are searching for into the search box and the search function will highlight all the topics related to your key word/phrase (see red circle).

Browser address bar: compasskc.kcmo.org/EnerGov_Prod/SelfService#/applicationAssistant?sectionName=All&moduleId=2&categoryName=All&showTemplates=false

Search box: 1/6

<https://kcparks.org/park-event-permit-info-contacts/>

Street Cafe Apply

Category Name: **Outdoor Public Space Management**

Description: Choose this to request an annually renewable permit to operate a Street Cafe within Right-of-Way. If the cafe is to be located on private property and not Public Right-of-Way fill out this application instead https://compasskc.kcmo.org/Resources/KCMO/Parking_Lot_Dining_Application.pdf

Short Term Rental Registration (Non-Resident) Apply

Category Name: **Short Term Rental Registration**

Description: Select this application if the registrant does not maintain primary residence, for at least 270 days of the year, on the parcel of the proposed **short**-term rental dwelling unit. See 56-802(h),(l),(m). <https://www.kcmo.gov/programs-initiatives/str>

Short Term Rental Registration (Resident) Apply

Category Name: **Short Term Rental Registration**

Description: Select this application if the registrant's primary residence, for at least 270 days of the year, is on the parcel of the proposed **short**-term rental dwelling unit. See 56-802(h),(m),(p). <https://www.kcmo.gov/programs-initiatives/str>

Construction Staging and Restoration for City Activities in Parks and/or Parks jurisdictional streets Apply

Category Name: **Street - Construction Staging and Restoration (Parkways and Boulevards)**

Description: Choose this option if you work on City projects and wish to stage equipment or materials on Park property.

Requirements for Non-Resident Short-Term Rental Registration

Proof of Possession of Property

Please provide at least one (1) of the following documents that you have ownership or possession of property:

- Valid warranty deed
- Valid deed of trust
- Valid lease
- Verification of tenant's right to possession of the dwelling unit

Business License or Notice of Active Accounts. You will receive a Notice of Active Accounts when you receive an approved Tax Clearance Letter. Please ensure the Notice of Active Accounts lists the addresses of all short-term rentals you would like to operate.

Registrant Certification Affidavit (all registrants)

Signed and Notarized Registrant Certification Affidavit

<https://www.kcmo.gov/home/showpublisheddocument/10782>

Management Control and Responsibility Affidavit (non-resident only)

Signed and Notarized Management Control and Responsibility Affidavit

<https://www.kcmo.gov/home/showpublisheddocument/10776>

Owner Consent Affidavit (non-owners only)

Signed and Notarized Owner Consent Affidavit. We would only need this affidavit if you do not own the property.

<https://www.kcmo.gov/home/showpublisheddocument/10780>

Owner's Certification of Registration Affidavit (non-owners only)

Signed and Notarized Owner's Certification of Registration Affidavit. We would only need this affidavit if you do not own the property.

<https://www.kcmo.gov/home/showpublisheddocument/10778>

Kansas City Tax Clearance Letter

Current Kansas City Missouri Tax Clearance Letter from Kansas City Missouri Finance Department. The letter must be approved and should be dated within 30 days of application date. The name on the Tax Clearance Letter should be the applicant or the business that owns the property. Please see attachment for reference.

Phone: (816) 513-1120 or (816) 513-1135

Fax: (816) 513-1264

Email: revenue@kcmo.org

Website: <https://www.kcmo.gov/city-hall/departments/finance/tax-home>

Address: Kansas City's Business License Office, City Hall, 1st floor, 414 E. 12th St., Kansas City, MO 64106

Please complete and submit the following forms to the Finance Department for your tax clearance letter.

Form RD-C3: Tax Clearance Request Form

<https://www.kcmo.gov/home/showpublisheddocument/1009/638011019878200000>

Form RD-100: Registration Application

www.kcmo.gov/home/showpublisheddocument/1015/638225278411700000

Form RD-100STR: Short-Term Rentals Supplemental Form

www.kcmo.gov/home/showpublisheddocument/10758/638224414755170000

Requirements for Resident Short-Term Rental Registration

Proof of Possession of Property

Please provide at least one (1) of the following documents that you have ownership or possession of property:

- Valid warranty deed
- Valid deed of trust
- Valid lease
- Verification of tenant's right to possession of the dwelling unit

Proof of Residency at Address

Please provide at least two (2) of the following documents demonstrating that the premises is your primary residence:

- Proof of valid motor vehicle registration
- Proof of voter registration
- Most current utility bill(s)
- Recent pay stub (if address is shown)
- Any other legal documentation deemed sufficient by the director that is pertinent to establishing primary residence

Registrant Certification Affidavit (all registrants)

Signed and Notarized Registrant Certification Affidavit

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