

# Registering Your Short-Term Rental Property

## Short-Term Rental Registration Introduction

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 reregistration annually. 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 Register or Reregister Your Short-Term Rental

You would fill out a new application to both register and reregister your short-term rental application. Reregistration would be a similar application to your initial short-term rental registration and the fees will not be issued until the new application is ready to be approved. We will need to schedule another inspection and the affidavits, Tax Clearance Letter and utility bills (if applicable) should be dated within 30 days of the application date. Once your application has been processed and the inspection has successfully passed, we will issue you the \$200 annual registration fee. You will receive your new short-term rental registration via email on the date after the fee is paid.

## Kansas City, Missouri Tax Guide for Short-Term Rentals

<https://www.kcmo.gov/city-hall/departments/finance/tax-home/tax-guides/tax-guide-for-short-term-rentals>

## Quick Tax: register your tax account online

[https://quicktax.kcmo.org/KCP/TAP/ /](https://quicktax.kcmo.org/KCP/TAP/)

## Compass KC

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

[https://compasskc.kcmo.org/EnerGov\\_Prod/selfservice/KansasCityMOProd#/home](https://compasskc.kcmo.org/EnerGov_Prod/selfservice/KansasCityMOProd#/home)

Select “Apply” (see red arrow)



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).

compasskc.kcmo.org/EnerGov\_Prod/SelfService#/applicationAssistant?sectionName=All&moduleId=2&categoryName=All&showTemplates=false

<https://kcparks.org/park-event-permit-info-contacts/> short 1/6

**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](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.

[Business.license@kcmo.org](mailto:Business.license@kcmo.org)

### Registrant Certification Affidavit (all registrants)

Signed and Notarized Registrant Certification Affidavit. Please write the full address including city, state and zip code.

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

### Management Control and Responsibility Affidavit (non-resident only)

Signed and Notarized Management Control and Responsibility Affidavit. Please write the full address including city, state and zip code.

<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. Tax Clearance Letter can be requested through [this QuickTax link](#). You will need to register your business through the QuickTax portal or you can come into the office at City Hall (see address below). When your tax account has been set up, you can request the clearance letter. 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.

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

Fax: (816) 513-1264

Email: [revenue@kcmo.org](mailto:revenue@kcmo.org)

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

Quick Tax Website: [https://quicktax.gentax.net/KCP/TAP/ /](https://quicktax.gentax.net/KCP/TAP/)

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](http://www.kcmo.gov/home/showpublisheddocument/1015/638225278411700000)

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

[www.kcmo.gov/home/showpublisheddocument/10758/638224414755170000](http://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)
- Tax Form from previous year such as Form 1040, W-2, 1099

### Registrant Certification Affidavit (all registrants)

Signed and Notarized Registrant Certification Affidavit. Please write the full address including city, state and zip code.

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

### 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. Tax Clearance Letter can be requested through [this QuickTax link](#). You will need to register your business through the QuickTax portal or you can come into the office at City Hall (see address below). When your tax account has been set up, you can request the clearance letter. 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.

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

Fax: (816) 513-1264

Email: [revenue@kcmo.org](mailto:revenue@kcmo.org)

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

Quick Tax Website: [https://quicktax.gentax.net/KCP/TAP/ /](https://quicktax.gentax.net/KCP/TAP/)

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](http://www.kcmo.gov/home/showpublisheddocument/1015/638225278411700000)

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

[www.kcmo.gov/home/showpublisheddocument/10758/638224414755170000](http://www.kcmo.gov/home/showpublisheddocument/10758/638224414755170000)