

# SHORT TERM RENTAL CHECKLIST



The City of Kansas City defines a short-term rental (STR) as the rental of a property, dwelling unit, or a portion thereof for a period of fewer than 30 consecutive days—unless the rental qualifies as “lodging” or a “bed and breakfast” under City Code. STRs are commonly listed on platforms such as Airbnb and VRBO. To register a new short-term rental, applicants must submit a completed application along with all required supporting documentation, as outlined in the checklist below. A registration fee of \$200.00 will be assessed once the application is reviewed and ready for approval.

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

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

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

## Residential Short-Term Rental (Checklist)

<p><b>Proof Of Possession Of Property</b> Must have ownership or possession of the property intended to be used for short term rental use.</p>	<p><b>Please provide 1 of the following</b></p> <ul style="list-style-type: none"> <li>• Warranty deed</li> <li>• Deed of trust</li> <li>• Lease</li> <li>• Verification of tenant’s rights to possession of the dwelling unit</li> </ul>
<p><b>Proof Of Residency</b> Must demonstrate that the intended property is your primary residence.</p>	<p><b>Please provide 2 of the following</b></p> <ul style="list-style-type: none"> <li>• Motor vehicle registration</li> <li>• Voter registration</li> <li>• Current utility bill(s)</li> <li>• Recent pay stub (if address is shown)</li> <li>• Previous years tax form, such as 1040EZ, or 1099</li> </ul>
<p><b>Registrant Certification Affidavit (all registrants)</b></p>	<p>Form located at: <b><a href="https://kcmo.gov/home/showpublisheddocument/10782">kcmo.gov/home/showpublisheddocument/10782</a></b> • Needs to be signed and notarized</p>
<p><b>Owner Consent Affidavit (non-owners only)</b> Only needed if the applicant does not own or possess the property.</p>	<p>Form located at: <b><a href="https://kcmo.gov/home/showpublisheddocument/10780">kcmo.gov/home/showpublisheddocument/10780</a></b> • Needs to be signed and notarized</p>
<p><b>Owner Certification of Registration Affidavit (non-owners only)</b> Only needed if the applicant does not own or possess the property.</p>	<p>Form located at: <b><a href="https://kcmo.gov/home/showpublisheddocument/10778">kcmo.gov/home/showpublisheddocument/10778</a></b> • Needs to be signed and notarized</p>
<p><b>Kansas City Tax Clearance Letter</b> Obtained from the business license department or the revenue department. You need to first register for a tax account through Quick Tax before you can receive an approved Tax Clearance Letter.</p>	<p>Business License Section - Revenue Division City Hall, 1st Floor Phone: (816) 513-1120   <b><a href="https://kcmo.gov/QUICKTAX">KCMO.GOV/QUICKTAX</a></b> <b>Letter must be approved and should be dated within 30 days of application</b></p>

FOR QUESTIONS CONCERNING SHORT TERM RENTALS PLEASE CONTACT NEIGHBORHOODS

Website: [kcmo.gov/neighborhoods](https://kcmo.gov/neighborhoods) Email: [shorttermrental@kcmo.org](mailto:shorttermrental@kcmo.org) or [kcbizcare@kcmo.org](mailto:kcbizcare@kcmo.org).

## Non-Resident Short Term Rental Registration (Checklist)

<p><b>Proof Of Possession Of Property</b> Must have ownership or possession of the property intended to be used for short term rental use.</p>	<p><b>Please provide 1 of the following</b></p> <ul style="list-style-type: none"> <li>• Warranty deed</li> <li>• Deed of trust</li> <li>• Lease</li> </ul> <p><i>Verification of tenant's rights to possession of the dwelling unit</i></p>
<p><b>Notice of Active Accounts</b> Received along with tax clearance letter</p>	<p><b>Business License Section - Revenue Division City Hall, 1st Floor</b> Phone: (816) 513-1120   <a href="http://KCMO.GOV/QUICKTAX">KCMO.GOV/QUICKTAX</a> Please ensure that the notice of active accounts list the addresses of all STR's you would like to operate</p>
<p><b>Registrant Certification Affidavit (all registrants)</b></p>	<p>Form located at: <a href="http://kcmo.gov/home/showpublisheddocument/10782">kcmo.gov/home/showpublisheddocument/10782</a> • Needs to be signed and notarized</p>
<p><b>Management Control and Responsibility Affidavit (non-resident only)</b></p>	<p>Form located at: <a href="http://kcmo.gov/home/showpublisheddocument/10776">kcmo.gov/home/showpublisheddocument/10776</a> • Provide the name, direct phone number, and email address of a specific individual responsible for property management.</p>
<p><b>Owner Consent Affidavit (non-owners only)</b> Only needed if the applicant does not own or possess the property.</p>	<p>Form located at: <a href="http://kcmo.gov/home/showpublisheddocument/10780">kcmo.gov/home/showpublisheddocument/10780</a> • Needs to be signed and notarized</p>
<p><b>Owner Certification of Registration Affidavit (non-owners only)</b> Only needed if the applicant does not own or possess the property.</p>	<p>Form located at: <a href="http://kcmo.gov/home/showpublisheddocument/10778">kcmo.gov/home/showpublisheddocument/10778</a> • Needs to be signed and notarized</p>
<p><b>Kansas City Tax Clearance Letter</b> Obtained from the business license department or the revenue department.</p>	<p><b>Business License Section - Revenue Division City Hall, 1st Floor</b> Phone: (816) 513-1120   <a href="http://KCMO.GOV/QUICKTAX">KCMO.GOV/QUICKTAX</a> Letter must be approved and should be dated within 30 days of application</p>

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. These guides and checklists are intended to serve as reference documents and in no way attempts to provide all the necessary information to operate a short-term rental in the City of Kansas City, MO.

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