Apply for Short-Term Rental License

Littleton eTRAKiT Portal provides online access to apply for a Short-Term Rental License. If you do not already have a public user account, you will need to create one. Please see instructions to create public user account. Note: E-TRAKIT works best with Microsoft browsers (Edge and Explorer).

Step 1: Log into eTRAKiT

Step 2: From the home screen, select ‘Apply for New Licenses’
From the Dashboard in the left-hand pane, select ‘Apply for New Licenses’

Step 3: Select Short-Term Rental as the license Type
Step 4: Choose Sub Type if address is primary address

Step 5: Enter Licensee name

Note Instructions with link to Short-Term Rental (STR) License information page
Step 6: Provide business information
Hover your mouse over the question mark (tool tip) next to the field for guidance regarding the specific information being asked for.

Step 7: Attach all documents
The following documents are REQUIRED at the time of application. Please use the upload button below to attach the documents to your application.

Click the following links for forms and additional information:

- [Property Inspection Checklist](#)
- [Good Neighbor Handout](#)
- [Short-Term Rental Ordinance](#) for ordinance information
Read and agree to Legal Agreement
By submitting this application, you are implicitly attesting to the following paragraph:

I agree to submit this application electronically. Under penalties of perjury, I declare that I have examined this Application and it is true and correct to the best of my knowledge and belief. I understand this document is subject to disclosure under the Colorado Open Records Act. I understand that an electronic signature has the same legal effect as a written signature. By typing my name above, I am electronically signing my application.

Attach all documents on the above checklist, then click ‘NEXT STEP’ at the bottom of the page

Step 8: Provide all address and contact information
- License Address information
- Mailing Address
- Applicant Information
- Owner Information
- Emergency Information
- Local Responsible Party Information
**Note** If you have issues finding the property address when searching, you can search for the Assessor ID on the Arapahoe County Map

- Click on the Locate tab
- Select Address
- Make sure the ‘Return Address Info’ box is checked
- Get your Parcel ID (AKA Accessors ID)

- Back in eTRAKit, change the drop down from Address to Parcel and enter the Parcel ID obtained from above steps.

If you are still having trouble, click on Not Listed
A new set of fields will appear to be filled out
Enter all additional contact information

- Mailing address
- Applicant Information
- Owner Information
- Other Owner’s Information
- Local Responsible Party Information
- License Or Tax Contact Information
- Emergency Information

Then click ‘NEXT STEP’
Step 9: Review information provided

Then click ‘NEXT STEP’ this will submit your application.

The City of Littleton will review your application. Once your application has been approved, you will receive an email notifying you that fees are due.

Step 12: Payment

When you receive the email stating fees are due, log back into eTRAKiT and follow the instructions for making payment in eTRAKiT.