

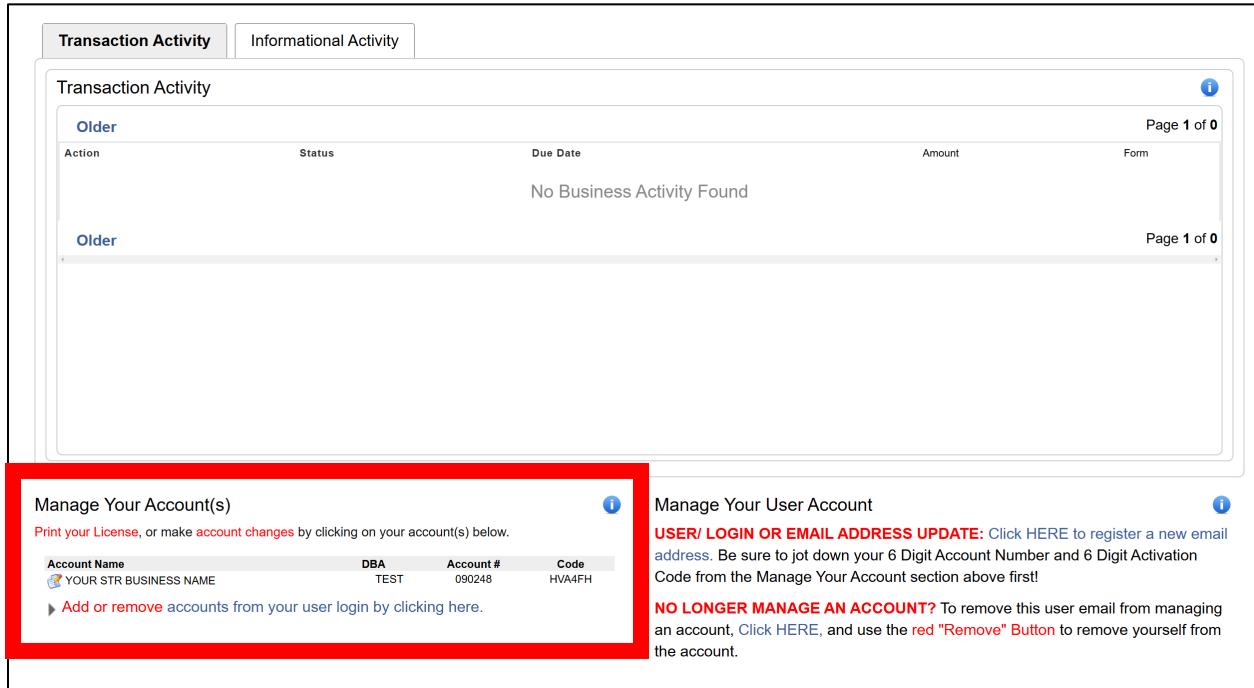
## How to Check the Status of a STR Permit or Business License

### How to Print a Copy of An Active STR Permit or Business License

1. Log into your account at <http://aspen.munirevs.com>. Once logged in, you will land on your **Business Center** page.



2. Scroll down on the **Business Center** page to find the **Manage Your Account(s)** section.

A screenshot of the City of Aspen Business Center page, showing the 'Manage Your Account(s)' section. This section is highlighted with a red box. It contains a table with columns for 'Account Name', 'DBA', 'Account #', and 'Code'. The table shows one row: 'YOUR STR BUSINESS NAME', 'TEST', '090248', and 'HVA4FH'. Below the table, there is a link to 'Add or remove accounts from your user login by clicking here.' To the right of the table, there is a 'Manage Your User Account' section with instructions for user login and activation. Both the 'Manage Your Account(s)' and 'Manage Your User Account' sections are highlighted with red boxes.

3. Click the **Account Name** you wish to review or print documents for.

In the example below, the STR account name is “YOUR STR BUSINESS NAME.”

## Manage Your Account(s)

Print your License, or make **account changes** by clicking on your account(s) below.

Account Name	DBA	Account #	Code
 YOUR STR BUSINESS NAME	TEST	090248	HVA4FH

▶ Add or remove accounts from your user login by clicking here.

4. Once you've clicked the account name you wish to review, you'll be redirected to the “**Editing Business**” page.

On this page, you can edit basic information about the account, view the account balance, and see the license history for the account.

Business Center Admin

Aspen > Business Center > Edit

[Details](#) [Balance](#)

### Editing Business: YOUR STR BUSINESS NAME

[Save](#)

**Basic info**

YOUR STR BUSINESS NAME

DBA

TEST

**ACCOUNT NAME OR ADDRESS CHANGE:** For changes to an account name or address, please contact the sales tax team at [aspensalestax@aspen.gov](mailto:aspensalestax@aspen.gov).

**USER/ LOGIN OR EMAIL ADDRESS UPDATE:** If you need to update the user email that is used to log into this account please complete the new user registration process. Remember, you will need your Six Digit Account Number and Activation Code from the “Manage Your Account Section” on the previous page in the Business Center. Once you have your account number and code written down, [Click HERE](#) to register a new user.

**NO LONGER MANAGE THIS ACCOUNT?** To remove this user login from managing this account, [Click HERE](#), and use the red “Remove” Button to remove yourself from the account.

**Status**

Status: Active

Account Number: 090248

Date Issued: 09/06/2022

Liability Date: 09/07/2022

Date Closed: 11/15/2024

**Account Balance**

Assessment Subtotal (0)	\$0.00
Payment Subtotal (0)	\$0.00
<b>Balance Summary</b>	<b>\$0.00</b>

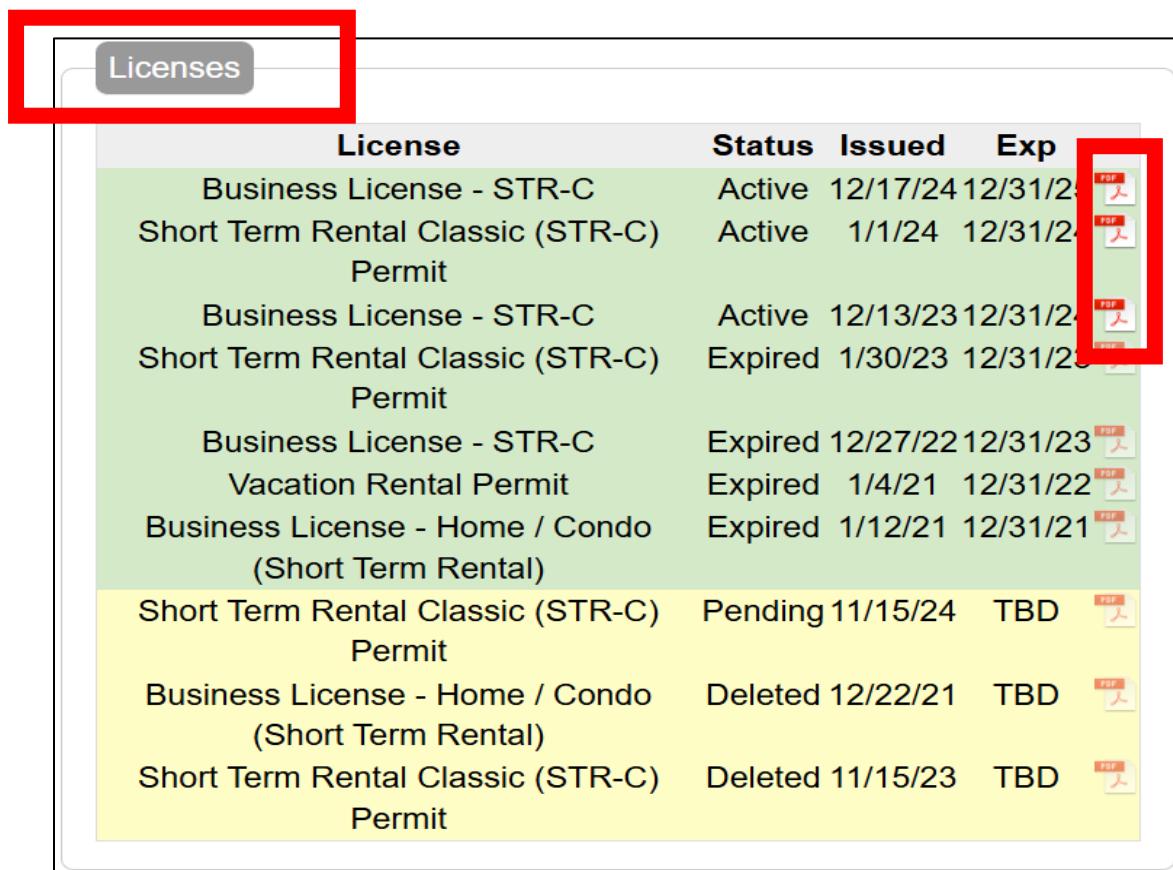
Click on Amount (to right) for Details

**Licenses**

License	Status	Issued	Exp
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5. Locate the “Licenses” section at the right side of the screen. You can see the license name, status, date of issuance, and expiration date for all the business licenses and permits on your account.
  - a. “**Active**” status: the permit/license is current and available for use.
  - b. “**Expired**” status: the permit/license is no longer available for use.
  - c. “**Pending**” status: the permit/license application is under review by City staff and is not yet approved for use.
  - d. “**Closed**” status: the permit/license was removed by request of either the permittee or qualified owner’s representative on the account.
  - e. “**Deleted**” status: the permit/license was removed by City staff.
6. To **save or print** any license in “Active” status, **click the red PDF icon** to the right of the active license.

**Note:** Only licenses in “Active” status are available for saving/printing.



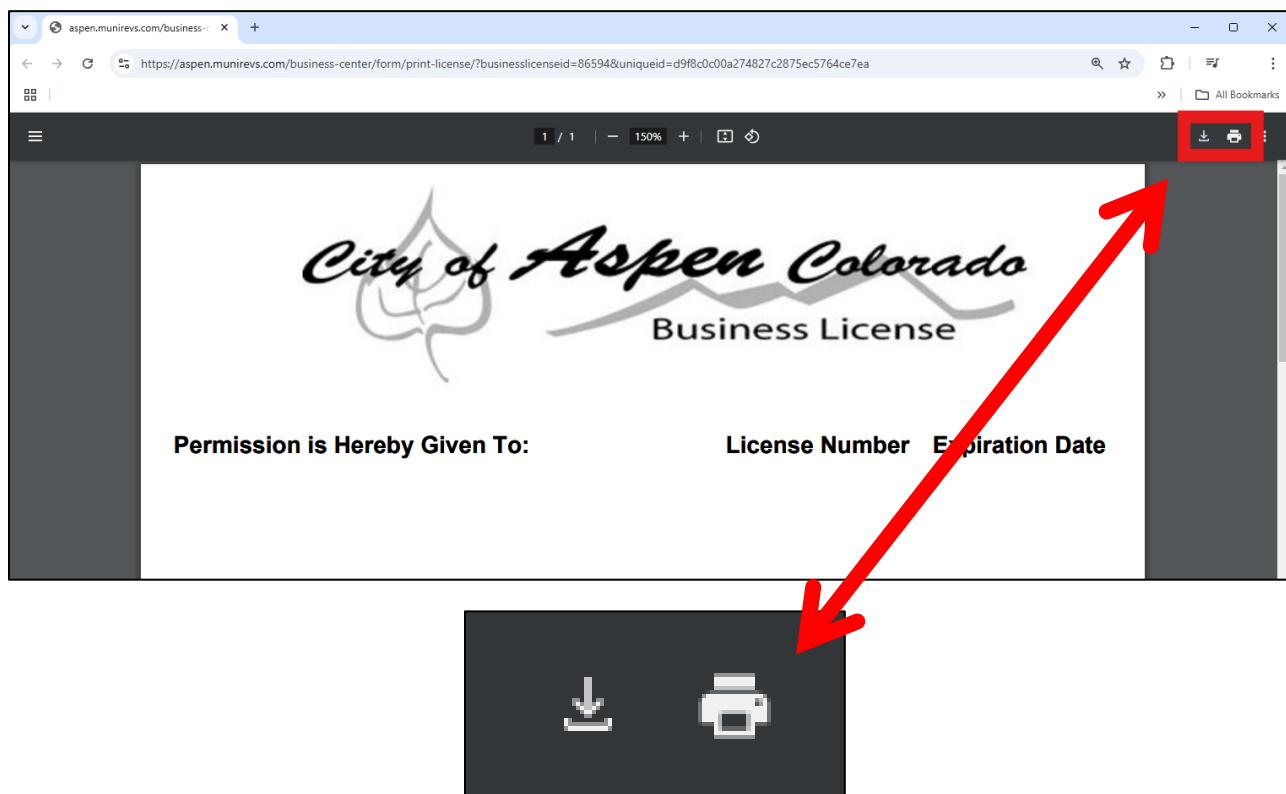
License	Status	Issued	Exp	
Business License - STR-C	Active	12/17/24	12/31/24	
Short Term Rental Classic (STR-C) Permit	Active	1/1/24	12/31/24	
Business License - STR-C	Active	12/13/23	12/31/23	
Short Term Rental Classic (STR-C) Permit	Expired	1/30/23	12/31/23	
Business License - STR-C	Expired	12/27/22	12/31/23	
Vacation Rental Permit	Expired	1/4/21	12/31/22	
Business License - Home / Condo (Short Term Rental)	Expired	1/12/21	12/31/21	
Short Term Rental Classic (STR-C) Permit	Pending	11/15/24	TBD	
Business License - Home / Condo (Short Term Rental)	Deleted	12/22/21	TBD	
Short Term Rental Classic (STR-C) Permit	Deleted	11/15/23	TBD	

7. Once you've clicked the red PDF icon, a new tab will open in your browser and the license or permit will appear (see example below).

**To save the license or permit to your device**, click the download symbol on your browser (an arrow pointing to a horizontal line; see below).

**To print the license or permit**, click the printer symbol on your browser.

**Note:** Your browser may look different than the one in the photo below. Google Chrome is the recommended browser for use with Munirevs.



Please contact City of Aspen STR staff at [STRs@aspen.gov](mailto:STRs@aspen.gov) if you require assistance beyond these instructions or have any questions about your account.