



Short Term Rental Registration Instructions

Operating your short-term rental property through a full-time management company?

If you work with a Full-Service Property Management Company, please confirm that they will be filling out your Short-Term Rental Permit Application on your behalf. We have provided Property Management Companies access to each account they manage.

Operating your own short-term rental property but don't have a business license?

If you have received delinquency notifications from the Town of Winter Park in the past, you must use the account number and activation code already assigned to your short-term rental property. If you are unsure if an account has already been set up for your short-term rental property email str@wpgov.com.

If you have not received a previous notification from the Town, you will need to obtain a business license before registering your short-term rental property. To apply for a business license, follow these steps:

- Go to: <https://winterpark.munirevs.com>
- Register as a new user and complete the online application.
- Once approved, an e-mail will be sent to you letting you know you can go back into your MUNIrevs account and pay the \$60.00 fee.
- Please call MUNIrevs support at 1-888-751-1911 if you have issues registering as a new user or applying for the business license.

Once your business license has been approved you will receive an email and can proceed with the steps below.

Operating your own short-term rental property and have a business license?

Login to your MUNIrevs account at <https://winterpark.munirevs.com>

Go to your business center and complete the following open tasks.

- Short-Term Rental Registration Requirements
- Health and Safety Affidavit
- Short Term Rental Registration
- Short Term Registration Fee

The Short-Term Rental Regulations form will be the only open task you see in the business center when you first log in to your account. The other tasks will appear in order after each previous task is completed.