

# Instructions for Landlord License Renewal e-File

# Landlord License Renewal



The screenshot shows the 'Bingo and Raffles' homepage. On the left is a navigation menu with the following items: Home, Information resources, Bingo & raffles (highlighted), Home, Forms, Log in (highlighted with a red box and a red arrow pointing to it), FAQs, Apply for license, Renew a license, Search documents, Business organizations, Charities & fundraisers, and DME suppliers. The main content area is titled 'Bingo and Raffles' and contains an attention notice, an e-File section with links for 'Renew a license' and 'Quarterly report', an Advisory Board section with a list of items, and a Tools & resources section with a list of items.

## Bingo and Raffles

**Attention:** The Colorado General Assembly recently relocated the Bingo and Raffles Law from Article 12 to Article 24 in the Colorado Revised Statutes. The Colorado Secretary of State's office is in the process of updating existing website references. In the meantime, please use this Excel table to see [corresponding statutory references \(XLSX\)](#).

**e-File**

- [Renew a license](#) | [Instructions \(PDF\)](#)
- [Quarterly report](#) | [Instructions \(PDF\)](#)

If your organization has never been licensed,

- [Apply for a new license](#) | [Instructions \(PDF\)](#)

For all forms and instructions, see the [forms list](#).

**Advisory Board**

- Board members and schedule
- Advisory Board meeting minutes
- Help shape Colorado's bingo-raffle rules

**Tools & resources**

- 2017 Bingo market study (PPTX)
- 2013 Bingo market study
- Bingo toolkit
- Charitable gaming financial reports
- Fee schedule

- Login to your account by selecting Log in from the left nav on the Bingo and Raffles homepage

# Landlord License Renewal

Home
Information resources
Bingo & raffles
Home
Forms
Log in
FAQs
Apply for license
Renew a license

## Bingo-Raffle Forms List

### Applications & renewals

Form name	e-File	Paper form	Instructions
Application for a new bingo-raffle license Includes roster of member in charge and members assisting	<a href="#">Apply online</a>	<a href="#">PDF</a>	<a href="#">Paper filing (PDF)</a>

### Landlords

Form name	e-File	Paper form	Instructions
Application for a Commercial Landlord License	<a href="#">Apply online</a>	n/a	n/a
Renew a license	<a href="#">Log in</a>	n/a	n/a
Bingo-Raffle Landlord Licensee Promotion Report	n/a	<a href="#">PDF</a>	n/a

- Alternatively, you can login from the Bingo-Raffle Forms List Page
- Scroll down the Forms List page until you reach the Landlords section.
- Select “Log in” next to the **Renew a license** form.

# Landlord License Renewal

- Summary
- View & print license
- History
- Fines
- Change password
- Log out

## Summary

Landlord			
Name	New Landlord	Type	Commercial landlord
Master ID		Registration year	2017
Phone	123-456-7891	Email	1@1.com
Street	Address 1 Address 2, City, CO 12345		
Mailing	Address 1 Address 2, City, CO 12345		

License			
License #	2017-12440	Start	11/14/2017
Status	Current	Expire	12/31/2017
Renewal	<a href="#">Renew</a>		

Trade names	
Trade Name 1	
Trade Name 2	

Actions
<a href="#">History</a>
<a href="#">View &amp; print license</a>
<a href="#">Promotion report (PDF)</a>
<a href="#">Fines</a>

- Select the “Renew” link

# Landlord License Renewal

The screenshot shows a web page titled "Commercial Landlord License Renewal". On the left is a navigation menu with the following items: Summary, View & print license, History, Fines, Change password, and Log out. The main content area contains the following text:

Your renewal must be filed and paid for online with a credit card or prepaid account.

You can attach documents to your renewal, if needed.

**Tips for attachments**

You can attach .jpg, .gif, .png, or .tif image files, or PDF files.

Multiple files can be uploaded. Combined size of all files must be 4 MB or less. 1 MB = 1024 KB

Make sure that your documents, if any, are ready to attach before you continue.

At the bottom left, there is a "Continue" button highlighted with a red box.

Two red callout boxes provide additional instructions:

- Top callout: "You must pay online at the end of the registration process."
- Bottom callout: "If you will need to upload documents, have them ready before continuing your renewal."

- Review all of the information on this page.
- You will need to pay online at the end of the registration.
- Once you are ready, select “Continue”.

# Landlord License Renewal

- Landlord information

The screenshot shows a web form titled "Commercial Landlord License Renewal". At the top, it displays "Master ID" and "Name: New Landlord". Below this is a navigation bar with tabs: "Landlord information" (highlighted with a red box), "Trade names", "Agents & records", "Owners", "Attachments", and "Sign & submit".

The "Landlord information" section includes a "Registration year" dropdown menu set to "2018" (highlighted with a red box). A red callout bubble points to this section, stating: "The landlord information you provided to us previously (Name, address, etc.) should already be pre-filled. You can update it as needed."

Below the registration year is the "Landlord's information" section, with a sub-instruction: "Enter the landlord entity name as it appears on the records of the Secretary of State." It contains a "Name" field with "New Landlord" entered.

A dashed horizontal line separates the top section from the bottom section. The bottom section contains a "Phone" field (highlighted with a red box), an "Email" field with "1@1.com" entered, and a "Premises" section with "Address 1" and "City, CO US 12345" pre-filled. A red callout bubble points to the phone field, stating: "You will need to re-enter your phone number."

At the bottom of the form are "Continue" and "Cancel" buttons, both highlighted with red boxes. A footer at the very bottom contains the text "Terms & conditions | Browser compatibility".

- All previously provided information should be pre-filled. You will need to re-enter your phone number and can change information (except for the premises) as needed.
- Once you are ready, select "Continue".

# Landlord License Renewal

- Trade names

**Commercial Landlord License Renewal**

Master ID [redacted]  
Name New Landlord

Landlord information **Trade names** Agents & records Owners Attachments Sign & submit

**Trade names**

Enter all of the trade names used by the entity (landlord).

[Add a trade name](#)

Trade name  
 Trade Name 1  
 Trade Name 2

Delete

Continue

Cancel

If you previously gave a trade name it should show here. You can add or remove names as needed.

- All trade names previously given should appear. You can add or remove trade names as needed.
- Once you are ready, select “Continue”.

# Landlord License Renewal

- Agents & records

**Commercial Landlord License Renewal**

Master ID   
Name New Landlord

Landlord information Trade names **Agents & records** Owners Attachments Sign & submit

**Registered agent**  
If Landlord is not a Colorado resident, a Colorado registered agent is required.

Registered agent's name - Choose organization or individual

Organization

Individual  
First  
  
Middle  
  
Last  
  
Suffix

- If the Landlord information was updated and they are not a Colorado resident, you must enter a Colorado registered agent. If you previously entered information this should be showing.
- Landlord information can be entered, as needed, even if the landlord is a Colorado resident.
- Proceed to the Landlord agent and Location of records sections on this page.



# Landlord License Renewal

- Agents & records continued

**Commercial Landlord License Renewal**

Master ID   
Name New Landlord

Landlord information Trade names **Agents & records** Owners Attachments Sign & submit

**Registered agent**  
If Landlord is not a Colorado resident, a Colorado registered agent is required.

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**Landlord's agent**  
\*Who should receive communications about the license?

Landlord

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**Location of records**  
\*Where are the manufacturer's records held?

At landlord's premises address - Address 1, City, CO 12345

Terms & conditions | Browser compatibility

- Your previous selections should be showing. You can update as needed.
- Once you are ready, select “Continue”.

# Landlord License Renewal

- Owners

**Commercial Landlord License Renewal**

Master ID   
Name New Landlord

Landlord information Trade names Agents & records **Owners** Attachments Sign & submit

**Owners**

If the organization is a corporation, partnership, limited liability company, association or other business entity, list each

- shareholder,
- officer,
- director,
- partner,
- member,
- manager
- or other individual

who has an ownership interest of ten percent (10%) or more in the organization. If there are no individuals with ownership interests of 10% or more, you can click on Continue to move on.

[Add an owner](#)

<input type="checkbox"/>	Name	Address
<input type="checkbox"/>	<a href="#">Owner Org 1</a>	Address 1, City, CO 12345
<input type="checkbox"/>	<a href="#">Owner Name</a>	Address, City, CO 12345

Previously entered Owners should be showing. Add, update and remove owners as needed.

- Previously entered Owners should appear. Add, update and remove owners as needed.
- Once you are ready, select “Continue”.

# Landlord License Renewal

- Attachments

**Commercial Landlord License Renewal**

Master ID   
Name New Landlord

Landlord information Trade names Agents & records Owners **Attachments** Sign & submit

**Attachments**

You can attach:

- A plan or blueprint of the facility to be rented and its dimensions,
- A copy of the lease or deed to the premises,
- Copies of:
  - zoning,
  - building,
  - fire safety, and
  - other clearances or permits for the use of the premises as a commercial bingo facility.
- An explanation of any conviction that occurred more than 10 years ago for a
  - felony,
  - theft by deception, or
  - gambling-related offense.

Include details about the facts and circumstances. This applies to owners, officers, directors, partners, members, or associates.

Documents must be attached here in order to include them in your registration - documents are not accepted on paper.

You can attach .jpg, .gif, .png, or .tif image files, or PDF files.  
Multiple files can be uploaded. Combined size of all files must be 4 MB or less. 1 MB = 1024 KB

**If you don't have any files to add, you can continue.**

[Add a file](#)

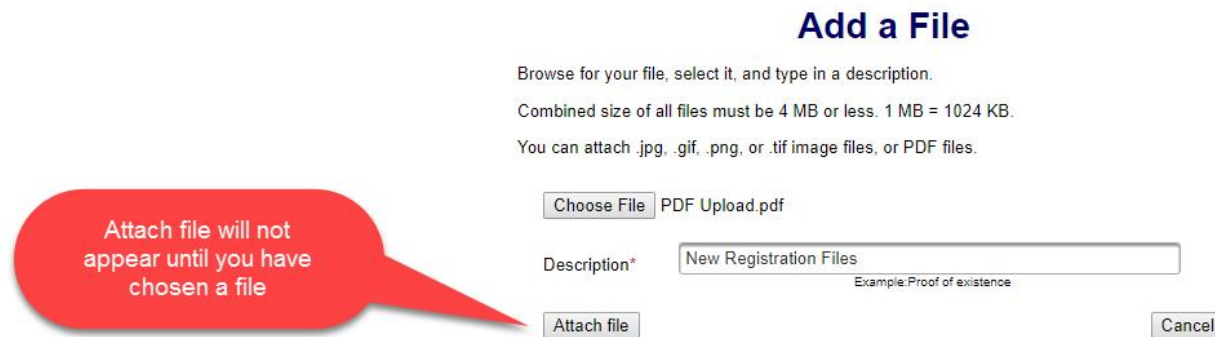
**Continue**

You only have to add files as needed per the guidelines above.

- Previous attachments from other applications or renewals should NOT appear.
- If you need to add a file you can do so, otherwise, you can select “Continue”.
- To add a file, select “Add a file”.

# Landlord License Renewal

- Add a File



**Add a File**

Browse for your file, select it, and type in a description.

Combined size of all files must be 4 MB or less. 1 MB = 1024 KB.

You can attach .jpg, .gif, .png, or .tif image files, or PDF files.

PDF Upload.pdf

Description\*   
Example: Proof of existence

**Attach file will not appear until you have chosen a file**

[Terms & conditions](#) | [Browser compatibility](#)

- If you need to add a file, choose a file by selecting “Choose File”.
- Add a Description.
- “Attach file” will appear once you have chosen a file and added a description. Select “Attach File”.

# Landlord License Renewal

- Sign & submit

**Commercial Landlord License Renewal**

Master ID   
Name New Landlord

Landlord information Trade names Agents & records Owners Attachments **Sign & submit**

**Filer's information**

I solemnly affirm under penalty of perjury as defined in §18-8-503 and punishable by law that I am either the applicant or the chief executive officer of the applicant herein.

I have read and am familiar with the provisions of Title 24, Part 6, Colorado Revised Statutes (C.R.S.), also known as the Bingo and Raffles Act, with respect to commercial bingo facilities and landlords thereof and I accept responsibility for the applicant's compliance with those provisions. Neither the applicant nor any of its owners, officers, directors, partners, members or associates has been convicted of any felony, theft by deception, or gambling-related offense, as defined in Title 18, Article 10 C.R.S., within the previous ten years. I have read and know the contents of this application and the statements, attachments, and other materials included with or in it, and all matters set forth herein are true and complete.

\*First

\*Middle

\*Phone

**Continue**

- Review the Filer's information section and fill in all required information (this is not pre-filled).
- You will be given an opportunity to review your submission in the next step.
- Once you are ready, select "Continue".

# Landlord License Renewal

- Review Registration and Continue to Payment

**You're not done yet.**  
Review your renewal and then click on Pay now to continue.  
If a PDF copy does not appear below, [open the form in a new window](#) to review it.

Select to open a PDF copy of your renewal in a new window.

**LE-LL2 Application for a Commercial Landlord License**  
Colorado Secretary of State  
Bingo and Raffles Program  
1700 Broadway, Ste. 200  
Denver, CO 80290

**Landlord information**  
Year  
2018

Landlord name  
New Landlord

Street address  
Address 1  
Address 2

City State ZIP code  
City CO 12345

You must select this to pay for your renewal before it will be submitted.

Pay now

Back

- This is a review page only. If you need to make changes, select “Back” to correct your registration.
- If your registration is correct, select “Pay now”.

# Landlord License Renewal

- Payment

The screenshot shows a 'Payment' form with the following fields and options:

- Name:** New Landlord
- Amount:** 2018 Landlord renewal \$1,000.00
- Total:** \$1000.00
- Payment Method\*:**  Credit or Debit,  Prepaid account
- Buttons:** Back, Cancel

A red callout bubble on the left contains the text: "When you select a Payment Method, the window will expand to show where to enter your payment information, for the method selected."

- You may pay with Credit or Debit or Prepaid Account.
- Select your “Payment Method”.
- Enter your payment information and select “Pay now”.

# Landlord License Renewal

- Receipt

**Receipt**

**Summary**  
View & print license  
History  
Fines  
Change password  
Log out

**Information**  
Your filing was submitted.  
You will receive an email when your form has been processed.  
You can print this receipt for your records.

**Master ID** [Redacted]  
**Name** New Landlord

Date	09/18/2017
Transaction	2018 Landlord renewal
Filing ID	[Redacted]
Payment type	Prepaid account
Amount	\$1,000.00

**Email my receipt**

- Your license renewal has been submitted for review.
- You can print your receipt or send an email of your receipt to an email address of your choice.
- You can go to your summary page to check the status of your renewal application.



# Status/Notifications

## e-File

# Landlord Renewal Status

**Home**

**Information resources**

**Bingo & raffles**

- Home
- Forms
- Log in**
- FAQs
- Apply for license
- Renew a license
- Search documents

**Business organizations**

**Charities & fundraisers**

**DME suppliers**

## Bingo and Raffles

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**Advisory Board**

- Board members and schedule
- Advisory Board meeting minutes
- Help shape Colorado's bingo-raffle rules

**Tools & resources**

- 2017 Bingo market study (PPTX)
- 2013 Bingo market study
- Bingo toolkit
- Charitable gaming financial reports
- Fee schedule

- Select “Log in” from the Bingo and Raffles Homepage.
- Log in to your account.

# Landlord Renewal Status

- Pending

Summary
View & print license
History
Fines
Change password
Log out

## Summary

Landlord			
Name	New Landlord	Type	Commercial landlord
Master ID		Registration year	2017
Phone	123-456-7891	Email	1@1.com
Street	Address 1 Address 2, City, CO 12345		
Mailing	Address 1 Address 2, City, CO 12345		

License			
License #	2017-12440	Start	11/14/2017
Status	Current	Expire	12/31/2017
Renewal	Not available. License pending.		

Trade names	
Trade Name 1	
Trade Name 2	

Actions
<a href="#">History</a>
<a href="#">View &amp; print license</a>
<a href="#">Promotion report (PDF)</a>
<a href="#">Fines</a>

- Your renewal is being reviewed.
- You will receive an email once the submission has been processed.

# Landlord Renewal Status

- Pending – Fix and resubmit

Summary
View & print license
History
Fines
Change password
Log out

## Summary

2018 renewal was **not accepted**. [Fix and resubmit](#).

Landlord			
Name	New Landlord	Type	Commercial landlord
Master ID		Registration year	2017
Phone	123-456-7891	Email	1@1.com
Street	Address 1 Address 2, City, CO 12345		
Mailing	Address 1 Address 2, City, CO 12345		

License			
License #	2017-12440	Start	11/14/2017
Status	Current	Expire	12/31/2017
Renewal	Not available. License pending.		

Trade names	
Trade Name 1	
Trade Name 2	

Actions
<a href="#">History</a>
<a href="#">View &amp; print license</a>
<a href="#">Promotion report (PDF)</a>
<a href="#">Fines</a>

- Your renewal was rejected and an email was sent to you with reasons why.
- You will need to select “Fix and resubmit” to correct your registration and resubmit it.
- You will not need to pay again.

# Landlord License Status

- Discarded

Summary
View & print license
History
Fines
Change password
Log out

## Summary

Landlord			
Name	New Landlord	Type	Commercial landlord
Master ID		Registration year	2017
Phone	123-123-1231	Email	1@1.com
Street	Address, City, CO 12345		
Mailing	n/a		

License			
License #	2017-12442	Start	11/14/2017
Status	Current	Expire	12/31/2017
Renewal	Renewal is not available for 2018 due to rejected renewal form.		

Trade names	
Trade Name 1	
Trade Name 2	

Actions
<a href="#">History</a>
<a href="#">View &amp; print license</a>
<a href="#">Promotion report (PDF)</a>
<a href="#">Fines</a>

- If your renewal was discarded it will show the message above.
- You will need to contact the SOS office for additional information.

# Landlord License Status

- Current

Summary
View & print license
History
Fines
Change password
Log out

## Summary

Landlord			
Name	New Landlord	Type	Commercial landlord
Master ID		Registration year	2018
Phone	123-123-1231	Email	1@1.com
Street	Address 1 Address 2, City, CO 12345		
Mailing	Address 1 Address 2, City, CO 12345		

License			
License #	2018-12441	Start	01/01/2018
Status	Current	Expire	12/31/2018
Renewal	You can renew starting 11/01/2018.		

Trade names	
Trade Name 1	
Trade Name 2	

Actions
<a href="#">History</a>
<a href="#">View &amp; print license</a>
<a href="#">Promotion report (PDF)</a>
<a href="#">Fines</a>

- Your renewal was approved and an approval email was sent.
- You are able to view and print your license by selecting “View & print license”.
- Your summary page should show your license start and expiration date along with other info.

# Landlord License Contact Info

If you have questions or need additional assistance please contact the Bingo-Raffles program at:

Call us at: **303-869-4910**

or

Email us at: [licensing@coloradosos.gov](mailto:licensing@coloradosos.gov)