

# Instructions for Landlord License New Registration e-File

# Landlord License New Registration

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## 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](#)

### Games managers

- Online training and certification
- Classroom training

### Help

- Consultation services
- FAQs
- List of licensed landlords, manufacturers & suppliers
- Progressive raffles fact sheet (PDF)
- Planning a raffle (PDF)
- Search bingo-raffle documents

### 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
- Newsletters
- Success stories
- Tax-Exempt Organizations and Gaming - IRS publication (PDF)
- News archive

### Laws & rules

- Colorado Constitution, Article XVIII, Section 2
- Bingo/raffles statutes
- Bingo/raffles rules (PDF)
- Laws and Rules Handbook (PDF)

- Navigate to the Bingo and Raffles home page
- When you are ready, select “forms list”.

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## 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

- Scroll down the Forms List page until you reach the Landlords section.
- Select “Apply online” next to the **Application for a Commercial Landlord License** form.

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## Commercial Landlord License

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

The following items must be attached to this application:

- A plan or blueprint of the facility to be rented, and its dimensions.
- A copy of the applicant's lease or deed to the premises.
- Copies of all zoning, building, fire safety and other clearances or permits for the use of premises as a commercial bingo facility, and
- A detailed explanation of the facts and circumstances concerning any conviction for a felony, theft by deception, gambling-related offense within more than the previous ten years. This applies to owners, officers, directors, partners, members or associates.

**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

Once your documents are ready to attach, you can continue.

You must pay online at the end of the registration process

Make sure to have the documents you need before continuing your registration.

- 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 New Registration

- Landlord information

The screenshot displays the 'Commercial Landlord License' registration interface. At the top, a navigation bar contains several tabs: 'Landlord information' (highlighted with a red box), 'Trade names', 'Agents & records', 'Owners', 'Attachments', and 'Sign & submit'. Below the tabs, the 'Registration year' section includes a dropdown menu set to '2017'. The 'Landlord's information' section contains a text box for 'Name', a text box for 'Address 1', and a text box for 'Address 2'. A 'Continue' button (highlighted with a red box) is located at the bottom of the form, and a 'Cancel' button is positioned to its right.

- Enter all required information including: Registration year, Landlord Entity Name, Landlord Street Address, Landlord Phone #, Landlord Email, Premises Address.
- Once you are ready, select “Continue”.

# Landlord License New Registration

- Trade names


**Commercial Landlord License**

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](#)

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

- Add all trade names used by the entity (landlord). You can delete trade names if you make a mistake.
- Once you are ready, select “Continue”.

# Landlord License New Registration

- Agents & records

**Commercial Landlord License**

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 is not a Colorado resident, you must enter a Colorado registered agent.
- Proceed to the Landlord agent and Location of records sections on this page.

# Landlord License New Registration

- Agents & records continued

**Commercial Landlord License**

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.

---

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

---

**Location of records**  
Where are the landlord's records held?

---

**Continue** Cancel

- You must select who should receive communications about the landlord's license.
- You must select where the landlord's records are held.
- Once you are ready, select "Continue".



# Landlord License New Registration

- Owners

**Commercial Landlord License**

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](#)

- You can enter owner's information on this tab. You can update and delete owners as needed.
- Once you are ready, select "Continue".

# Landlord License New Registration

- Attachments

**Commercial Landlord License**

Name New Landlord

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

**Attachments**


You must 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.

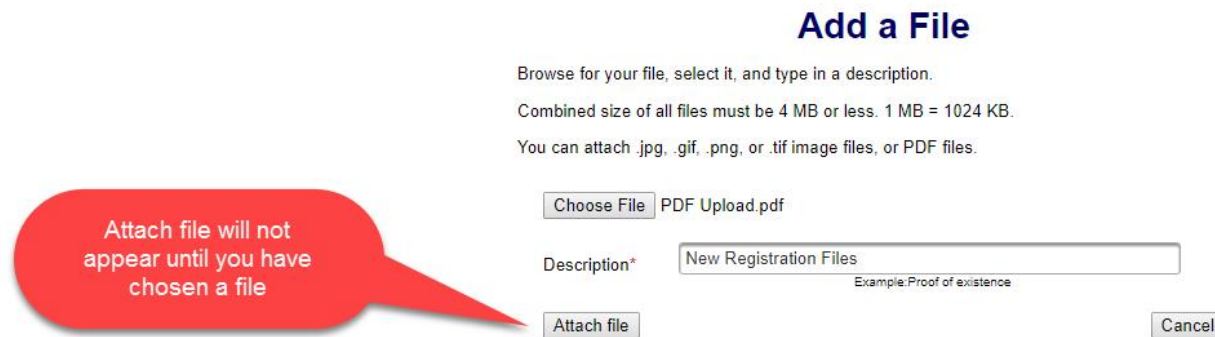
Multiple files can be uploaded. Combined size of all files must be 4 MB or less. 1 MB = 1024 KB

 [Add a file](#)

- Attachments are required for the items listed on the page.
- Once you are ready, select “Add a file”.

# Landlord License New Registration

- 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](#)

- You will need to 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 New Registration

- Attachments continued

**Commercial Landlord License**

Name: New Landlord

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

**Attachments**

You must 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

[Add a file](#)

File	Description	Size
<input type="checkbox"/>	PDF Upload.pdf	New Registration Files 91 KB

Delete

Continue

Cancel

Terms & conditions | Browser compatibility

- If you need to add or remove files you can do so.
- Once all files have been added, select “Continue”.

# Landlord License New Registration

- Sign & submit

**Commercial Landlord License**

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

Last

**Continue**

- Review the Filer's information section and fill in all required information.
- You will be given an opportunity to review your submission in the next step.
- When you are ready, select "Continue".

# Landlord License New Registration

- Review Registration and Continue to Payment

**You're not done yet.**  
Review your registration 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 registration 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  
2017

Landlord name  
New Landlord

Street address  
Address 1

City State ZIP code  
City CO 12345

You must select this to pay for your registration 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 New Registration

- Payment

**Payment**

Name

Amount

2017 Landlord registration	\$1,000.00
<b>Total</b>	<b>\$1000.00</b>

Payment Method\*

Credit or Debit

Prepaid account

Back Cancel

Terms & conditions | Browser compatibility

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

# Landlord License New Registration

- Receipt

Bingo-Raffle public home  
Log in

**Receipt**

**i** Your filing was submitted.

Your license registration will be reviewed. You will not receive your license until your registration has been approved.

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	09/11/2017
Transaction	2017 Landlord registration
Filing ID	[redacted]
Payment type	Prepaid account
Amount	[redacted]

Email my receipt

- Your license registration has been submitted for review.
- You can print your receipt or send an email of your receipt to an email address of your choice.
- Take note of your Master ID to help you with logging in.



# Instructions for Landlord Login and Status/Notifications e-File

# Landlord Login



The screenshot shows the 'Bingo and Raffles' homepage. On the left is a vertical navigation menu with the following items: Home, Information resources, Bingo & raffles (highlighted with a grey background and double arrows), Home, Forms, Log in (highlighted with a red box and a red arrow pointing to it from the left), 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 about the relocation of the Bingo and Raffles Law. Below the notice are three sections: 'e-File' with links for 'Renew a license | Instructions (PDF)' and 'Quarterly report | Instructions (PDF)'; 'Advisory Board' with a list of items including 'Board members and schedule', 'Advisory Board meeting minutes', and 'Help shape Colorado's bingo-raffle rules'; and 'Tools & resources' with a list including '2017 Bingo market study (PPTX)', '2013 Bingo market study', 'Bingo toolkit', 'Charitable gaming financial reports', and 'Fee schedule'. At the bottom of the e-File section, there is a note: 'If your organization has never been licensed, Apply for a new license | Instructions (PDF)'. At the very bottom of the page, there is a note: 'For all forms and instructions, see the forms list'.

- Select “Log in” from the Bingo and Raffles Homepage

# Landlord Login

## Bingo-Raffle

Log in to your account

Master ID \*

Password \*

[Forgot password?](#)

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

- In order to login to your account for the first time, you will need to reset your password.
- Select “Forgot password?”

# Landlord Login

Bingo-Raffle public home

Log in

## Reset My Password

Master ID \*


Email \*

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

- Enter your Master ID that you received after submitting your registration.
- Enter the Email you used in your registration.
- Select “Reset password”. You should receive an email with a temporary password.

# Landlord Login

## Bingo-Raffle

 A temporary password has been emailed to you.

Log in to your account

Master ID \*

Password \*

[Forgot password?](#)

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

- Look for an email with your Master ID and Temporary password.
- Enter the Master ID and in Password enter your Temporary password.
- Select “Log in”

# Landlord Login

- Summary
- History
- Fines
- Change password
- Log out

Remember, you will not receive your license until it has been approved.

## Summary

Your registration is being reviewed. You will receive an email when we have finished processing your submission.

Landlord			
<b>Name</b>	New Landlord	<b>Type</b>	Commercial landlord
<b>Master ID</b>		<b>Registration year</b>	Pending

Actions
<a href="#">History</a>

- When you login you should see your summary page. You can review your registration status, history of submissions, fines and change your password.
- See the next pages of these instructions for a list of registration statuses and notifications.

# Landlord License Status

- Pending

Summary
History
Fines
Change password
Log out

## Summary

Your registration is being reviewed. You will receive an email when we have finished processing your submission.

Landlord			
Name	New Landlord	Type	Commercial landlord
Master ID		Registration year	Pending

## Actions

[History](#)

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

# Landlord License Status

- Pending – Fix and resubmit

Summary
History
Fines
Change password
Log out

## Summary

Your registration was **not accepted**. [Fix and resubmit](#)

Landlord			
Name	New Landlord	Type	Commercial landlord
Master ID		Registration year	Pending

Actions	
<a href="#">History</a>	

- Your registration 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

- Current

Summary
<b>View &amp; print license</b>
History
Fines
Change password
Log out

45

## Summary

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

License			
License #		Start	09/11/2017
Status	Current	Expire	12/31/2017
Renewal	You can renew starting 11/01/2017.		

Trade names	
Trade Name	
Trade Name	

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

- Your registration 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)