

# Sedona Short-term Rental Permit Renewal Guide









## How do I know when my permit expires?

The only reliable way to know your permit expiration date is to look at the expiration date on your permit certificate.

Late fees are based on the expiration date on your permit. No other dates, from any other place in your GovOS account, supersede the expiration date on your permit. If you renew past the expiration date on the permit, there will be a late fee.

To print or download a copy of your permit, log into your account and scroll to the bottom left corner of the Business Center page to Manage Your Account(s). Click on the link for your account. On the next page, look for the green Registrations box on the right side of that page. Click on the square white document on the top right side of this list, which opens your current permit. You can either save the document on your computer or print a copy.

## GovOS accounts page

Registrations	Status	Issued	Exp	
Short-Term Rental Permit	Active	9/8/25	9/8/26	
Short-Term Rental Permit	Closed	10/23/25	9/8/27	
Short-Term Rental Permit	Closed	10/22/25	9/8/27	
Short-Term Rental Permit	Closed	10/1/25	9/8/27	
Short-Term Rental Permit	Closed	9/8/25	9/8/26	
Short-Term Rental Permit	Deleted	7/22/25	TBD	
Short-Term Rental Permit	Deleted	9/8/25	TBD	
Short-Term Rental Permit	Deleted	7/22/25	TBD	

## How do I know when my account is set up to renew?

GovOS sets accounts up for renewal 4-6 weeks prior to the permit's expiration date. On the date your account is set up for renewal, GovOS emails you a notice with the permit's expiration date and a reminder to renew. GovOS will continue to send email reminders to you once per week until you renew your permit.

Once a permit expires, GovOS continues sending weekly, past due reminders until you renew your permit.

To make sure you do not miss any reminders from GovOS, please add this email to your address book or safe senders list: [blt.notifications@mail.govos.com](mailto:blt.notifications@mail.govos.com)

## **How do I renew my permit?**

Before logging into GovOS, clear the history and cookies from your browser. 99% of all issues where the renewal link can't be found are fixed by clearing browser history.

Log into your account on a desktop or laptop computer. GovOS software is not designed for smart phones and may or may not work on a tablet. Find your renewal by logging into your GovOS account: <https://sedonaaz.munirevs.com/log-in/>

Scroll down the left side of the Business Center page to OPEN TASKS. The link to the renewal is under that heading. Click that link and you will be taken to an explanation page to read and acknowledge, and then to the first page of your renewal.

The renewal is identical to the original permit application and both pages must be completed again.

**IMPORTANT:** Your renewed permit is generated when you complete the entire renewal process in your GovOS account. Bypassing any part of this online process creates errors and an incomplete renewal that requires a help ticket be submitted to GovOS to fix. Such errors prevent the generation of your new permit until GovOS fixes them. These help tickets compete with all the other requests and delay your renewal process.

## **What are the most important tips for success?**

Start your renewal process early to ensure that if you have issues, there will be time to fix them before your permit expires. If you wait until a day or two before expiration, and you have issues, a late fee is a reality. It is not the responsibility of the City or GovOS to make up for late starts.

Know what your TPT License number is, and make sure you enter it correctly in your renewal. TPT License numbers have 8 digits. Your TPT License and Sedona permit are entirely different. TPT Licenses come from the Arizona Department of Revenue and renew each year in January. Permit renewals with incorrect or incomplete TPT License numbers will be denied.

If you run into problems with your renewal, notify the STR program or call GovOS Support (888-751-1911) immediately. If you wait to ask for assistance until after your permit expires, there will be a late fee. Timely communication is key.

In calling GovOS for assistance, you may be asked to leave a message with your phone number and email, and they will call or email you back. January through March is when 80% of Sedona's 1200+ permits are renewed and GovOS will be helping everyone who contacts them. They generally follow up within a day via email, and it is up to you to monitor your emails and/or phone for when they reach out. It is the STR owner's responsibility to work effectively with the resources available to ensure successful renewal.

## **Contact us**

Please check the City's website and Short-term rental FAQs as the answers to your questions may already be available. Your email or voicemail message will be returned as quickly as possible in the order received.

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[SedonaAZ.gov/STR](http://SedonaAZ.gov/STR)