



Colorado  
**Secretary of State**

# Instructions for Landlord License Renewal

e-File



# Log in

- Log in to your account by selecting “Renew a license” from the Bingo and Raffles homepage.

A screenshot of the Colorado Secretary of State's website, specifically the "Bingo and Raffles" section. The page has a dark purple header with a navigation menu containing "Menu", "Bingo", "Business", "Charities", "Elections", "Notary", and a search icon labeled "Search". Below the header, the main heading is "Bingo and Raffles". Underneath, there is a sub-heading "e-File". In this section, the link "Renew a license" is highlighted with a red rectangular box. Other links in the "e-File" section include "Instructions (PDF)", "Quarterly report", and "Instructions (PDF)". Below the "e-File" section, there is a paragraph: "If your organization has never been licensed," followed by links for "Apply for a new license" and "Instructions (PDF)". At the bottom, there is a "Need help?" section with a link to "Tutorial - Applying for &amp; renewing a license".



# Log in via Forms list

- Alternatively, you can login from the Bingo 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.

Menu Bingo Business Charities Elections Notary Search

## 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  If your organization has held a bingo-raffle license in the past, <a href="#">log in to your account</a> to file a renewal - do not apply for a new license. If you have	<a href="#">Apply online</a>	<a href="#">PDF</a>	<a href="#">Paper filing (PDF)</a>  <a href="#">e-Filing tutorial</a>

### Landlords

Form name	e-File	Paper form	Instructions
Application for a commercial landlord license	<a href="#">Apply online</a>	n/a	<a href="#">PDF</a>
Renew a license	<a href="#">Log in</a>	n/a	<a href="#">PDF</a>



# Start a renewal

- Select the “Renew” link

## 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	



# Landlord license renewal requirements

- 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”.

Note: If you need to upload documents, have them ready before continuing your renewal.

A screenshot of a web page titled "Commercial Landlord License Renewal". The page contains the following text: "Your renewal must be filed and paid for online with a credit card or prepaid account." followed by "You can attach documents to your renewal, if needed." Below this is a section titled "Tips for attachments" which states: "You can attach .jpg, .gif, .png, or .tif image files, or PDF files." and "Multiple files can be uploaded. Combined size of all files must be 4 MB or less. 1 MB = 1024 KB". At the bottom of the page, there is a line of text: "Make sure that your documents, if any, are ready to attach before you continue." and a button labeled "Continue" which is highlighted with a red rectangular box.



# Landlord information

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

A screenshot of the 'Commercial Landlord License Renewal' web form. The form is titled 'Commercial Landlord License Renewal' and includes a 'Master ID' field with a greyed-out value and a 'Name' field containing 'New Landlord'. Below this is a horizontal navigation bar with tabs for 'Landlord information', 'Trade names', 'Agents & records', 'Owners', 'Attachments', and 'Sign & submit'. The 'Landlord information' tab is active and highlighted with a red box. Under this tab, there is a 'Registration year' section with a dropdown menu showing '2018', also highlighted with a red box. Below that is the 'Landlord's information' section, which includes a 'Name' field containing 'New Landlord'. A dashed horizontal line separates this section from the 'Phone' field, which is highlighted with a red box. Below the phone field is an 'Email' field containing '1@1.com'. At the bottom of the form, there is a 'Premises' section with 'Address 1' and 'City, CO US 12345' fields. A 'Continue' button is highlighted with a red box, and a 'Cancel' button is located at the bottom right of the form.



# Trade Names

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

The screenshot shows a web form titled "Commercial Landlord License Renewal". At the top, there are fields for "Master ID" (redacted) and "Name" (New Landlord). Below these is a horizontal navigation bar with tabs: "Landlord information", "Trade names" (highlighted with a red box), "Agents & records", "Owners", "Attachments", and "Sign & submit". The "Trade names" section contains the instruction "Enter all of the trade names used by the entity (landlord)." and a link "Add a trade name". Below this are three input fields: "Trade name", "Trade Name 1", and "Trade Name 2", each with a checkbox. A "Delete" button is located below these fields. At the bottom of the form, there is a "Continue" button (highlighted with a red box) and a "Cancel" button in the bottom right corner.



# Agents & records

- 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.

The screenshot shows a web form titled "Commercial Landlord License Renewal". At the top, it displays "Master ID" with a redacted field and "Name" as "New Landlord". Below this is a horizontal navigation bar with tabs: "Landlord information", "Trade names", "Agents & records" (which is highlighted with a red box), "Owners", "Attachments", and "Sign & submit". Under the "Agents & records" tab, there is a red-bordered box containing the text "Registered agent" and "If Landlord is not a Colorado resident, a Colorado registered agent is required." Below this, the form asks for the "Registered agent's name - Choose organization or individual" and provides radio buttons for "Organization" and "Individual". The "Individual" option is selected. Below the radio buttons are input fields for "First", "Middle", "Last", and "Suffix".



# Agents & records continued

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

A screenshot of the 'Commercial Landlord License Renewal' web form. The title 'Commercial Landlord License Renewal' is at the top. Below it, 'Master ID' is followed by a greyed-out field, and 'Name' is 'New Landlord'. A navigation bar contains tabs: 'Landlord information', 'Trade names', 'Agents & records' (highlighted with a red box), 'Owners', 'Attachments', and 'Sign & submit'. The 'Registered agent' section asks 'If Landlord is not a Colorado resident, a Colorado registered agent is required.' Below this is a dashed line. The 'Landlord's agent' section asks 'Who should receive communications about the license?' with a radio button selected for 'Landlord'. Below this is another dashed line. The 'Location of records' section asks 'Where are the manufacturer's records held?' with a radio button selected for 'At landlord's premises address - Address 1, City, CO 12345'. At the bottom, there is a 'Continue' button (highlighted with a red box) and a 'Cancel' button.



# Owners

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

**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

Delete

Continue Cancel



# Attachments

- 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”.

A screenshot of the 'Commercial Landlord License Renewal' web form. The page title is 'Commercial Landlord License Renewal'. Below the title, there are fields for 'Master ID' (redacted) and 'Name' (New Landlord). A navigation bar contains buttons for 'Landlord information', 'Trade names', 'Agents & records', 'Owners', 'Attachments' (highlighted with a red box), and 'Sign & submit'. The 'Attachments' section is titled 'Attachments' and contains the text 'You can attach:' followed by a bulleted list of requirements: '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', and '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.' Below this list, it states 'Documents must be attached here in order to include them in your registration - documents are not accepted on paper.' and 'You can attach .jpg, .gif, .png, or .tif image files, or PDF files.' It also notes 'Multiple files can be uploaded. Combined size of all files must be 4 MB or less. 1 MB = 1024 KB'. A red box highlights the text 'If you don't have any files to add, you can continue.' Below this, there is a blue link 'Add a file' and a red box around the 'Continue' button. A 'Cancel' button is located at the bottom right of the form area.



# Attachments: Add a File

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

The screenshot shows a web form titled "Add a File". It contains instructions for file selection and description, a file selection button, a text input field for the description, and "Attach file" and "Cancel" buttons.



# Sign & submit

- 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".

A screenshot of the "Commercial Landlord License Renewal" web form. At the top, the title "Commercial Landlord License Renewal" is displayed. Below the title, there are two fields: "Master ID" with a greyed-out input box, and "Name" with the text "New Landlord". A horizontal navigation bar contains several tabs: "Landlord information", "Trade names", "Agents & records", "Owners", "Attachments", and "Sign & submit", which is highlighted with a red border. Below the navigation bar, the section "Filer's information" is shown. It contains a paragraph of text: "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." Below this text are three input fields: "\*First" (with a text box), "Middle" (with a text box), and "\*Phone" (with a text box). At the bottom left, there is a "Continue" button with a red border, and at the bottom right, there is a "Cancel" button.



# Review Registration and Continue to Payment

- 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”.
- Note: Select the “Open the item in a new window” to view a PDF copy of your registration in a new browser window.
- Note: You must select “Pay now” underneath the PDF viewer to pay for your registration before it will be submitted.

**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.

**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

Landlord name

Street address

City  State  ZIP code



# Payment

You may pay with Credit or Debit or Prepaid Account after selecting “Pay now”.

Once payment is submitted you will be taken to a receipt page.

The screenshot shows a web form titled "Payment". It includes a "Name" field with the value "New Landlord". Under the "Amount" section, there is a line item "2018 Landlord renewal" for "\$1,000.00" and a "Total" of "\$1000.00". The "Payment Method\*" section has two radio button options: "Credit or Debit" (which is selected) and "Prepaid account". At the bottom of the form, there are "Back" and "Cancel" buttons.

Payment	
Name	New Landlord
<b>Amount</b>	
2018 Landlord renewal	\$1,000.00
Total	<b>\$1000.00</b>
<b>Payment Method*</b>	
<input checked="" type="radio"/>	Credit or Debit
<input type="radio"/>	Prepaid account

Back Cancel



# 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

**i** 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

Send



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# Renewal Statuses

e-File



# Account Login – Access the login page

- Select the menu bars in the top left of the Colorado Secretary of State website, and select “Log in” under the Bingo & Raffles section

This screenshot shows the top left portion of the Colorado Secretary of State website. The header includes the logo, the text "Colorado Secretary of State Jena Griswold", and a navigation bar with links for "Menu", "Bingo", "Business", "Charities", "Elections", "Notary", and "Search". The "Menu" link is highlighted with a red box. Below the navigation bar, the "Bingo and Raffles" section is visible, including an "e-File" sub-section with links for "Renew a license" and "Instructions (PDF)".

This screenshot shows a detailed view of the navigation menu. The "Bingo & raffles" section is expanded, showing a list of links: "Forms", "Log in", "FAQs", "Apply for license", and "Renew a license". The "Log in" link is highlighted with a red box. Other sections visible include "Home", "Administrative rules of state agencies", "Apostille & authentications", and "Business organizations".



# Status: Pending

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

Summary			
<b>Landlord</b>			
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		
<b>License</b>			
License #	2017-12440	Start	11/14/2017
Status	Current	Expire	12/31/2017
Renewal	Not available. License pending		
<b>Trade names</b>			
Trade Name 1			
Trade Name 2			
<b>Actions</b>			
<a href="#">History</a>			
<a href="#">View &amp; print license</a>			
<a href="#">Promotion report (PDF)</a>			
<a href="#">Fines</a>			



# Status: Pending – Fix and resubmit

- 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.

**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>



# Status: Discarded

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

Summary			
<b>Landlord</b>			
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		
<b>License</b>			
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.		
<b>Trade names</b>			
Trade Name 1			
Trade Name 2			
<b>Actions</b>			
<a href="#">History</a>			
<a href="#">View &amp; print license</a>			
<a href="#">Promotion report (PDF)</a>			
<a href="#">Fines</a>			



# Status: Current

- Your renewal was approved and an approval email was sent.
- You may 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.

Summary			
<b>Landlord</b>			
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		
<b>License</b>			
License #	2018-12441	Start	01/01/2018
Status	Current	Expire	12/31/2018
Renewal	You can renew starting 11/01/2018.		
<b>Trade names</b>			
Trade Name 1			
Trade Name 2			
<b>Actions</b>			
<a href="#">History</a>			
<a href="#">View &amp; print license</a>			
<a href="#">Promotion report (PDF)</a>			
<a href="#">Fines</a>			



Colorado  
**Secretary of State**

# Bingo-Raffles Contact Information

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

Call us at 303-869-4910

or

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