

**Short-Term Rental Registry  
Registration for Strata-Titled Hotel or Motel**

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# Apply for the Short-Term Rental Registration as a Strata-Titled Hotel or Motel

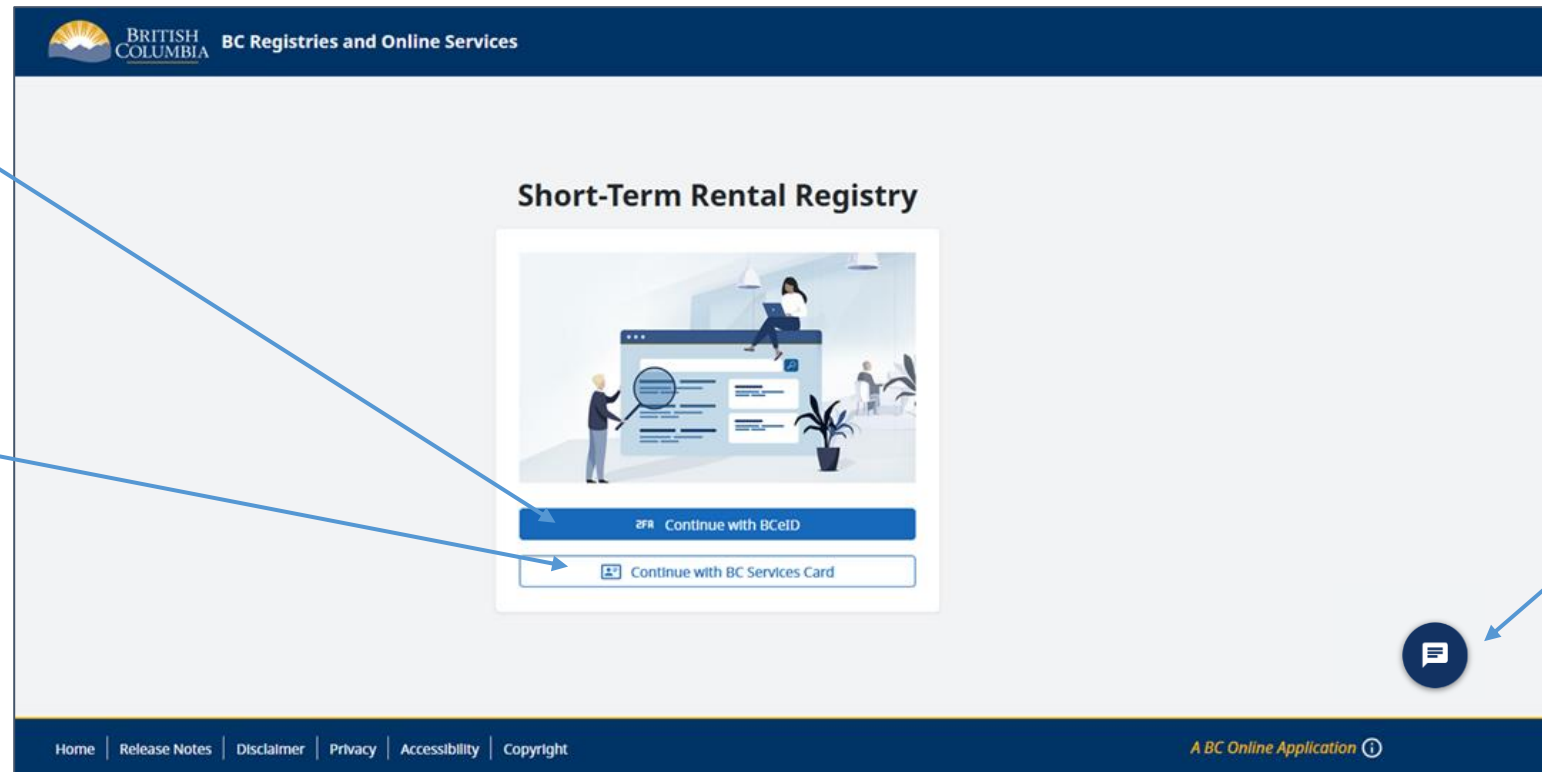
You need a BC Registries account to access the Short-Term Rental Registry and submit your short-term rental registration application. You can log into your existing BC Registries account or create a new one:

- If you are a resident of Canada and have a valid Canadian ID, create an account using a [BC Services Card Account](#).
- If you are an international client, you will need to create an account using a [BCeID, 2-factor authentication, and notarized identity affidavit](#).

Once you have your BC Registries account, head to: <https://stratahotel.shorttermrental.registry.gov.bc.ca/>

Log in using a [BC Services Card](#).

**Note:** if you have an existing BC Registries account that you log into using a BCeID, select “[Continue with BCeID](#)”.

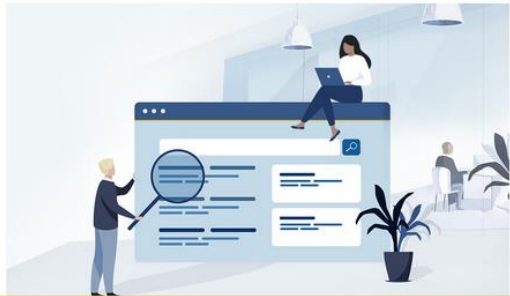


Click here to chat live with Helpdesk staff.

# Apply for the Short-Term Rental Registration as a Strata-Titled Hotel or Motel

Logging in with a BC Services Card account

## Short-Term Rental Registry



Continue with BC Services Card

Continue with BCEiD

Log in to: BC Registries

This service will receive your: given names, surname ⓘ

### Continue with:

BC Services Card app

Username/password + BC Token

### No account?

Find out how to get the mobile app. Or, how to get a BC Token to use a username and password.

[Set up a BC Services Card account](#) ↗

Select "BC Services Card app".

If you have a [BC Token](#), you can select this option.

**Note:** If you don't yet have a BC Services Card account, create one first.

# Apply for the Short-Term Rental Registration as a Strata-Titled Hotel or Motel

Enter the pairing code in the app

Open your BC Services Card app on your mobile device and in your app, select "Log in from a computer".


Log in to: BC Registries

**Enter this pairing code in the BC Services Card app.**

**RZZ YLX** Sample only!  
Pairing Code




This code is only used one time. You don't need to remember it.

**Need Help?**  
To log in on this computer, you can use the app you've set up on your mobile device.



To continue on this device, you need to:

- 1** Open the BC Services Card app on your mobile device
- 2** Enter the pairing code provided above - in the mobile app and follow the directions in the app
- 3** Come back to this device to get to the website

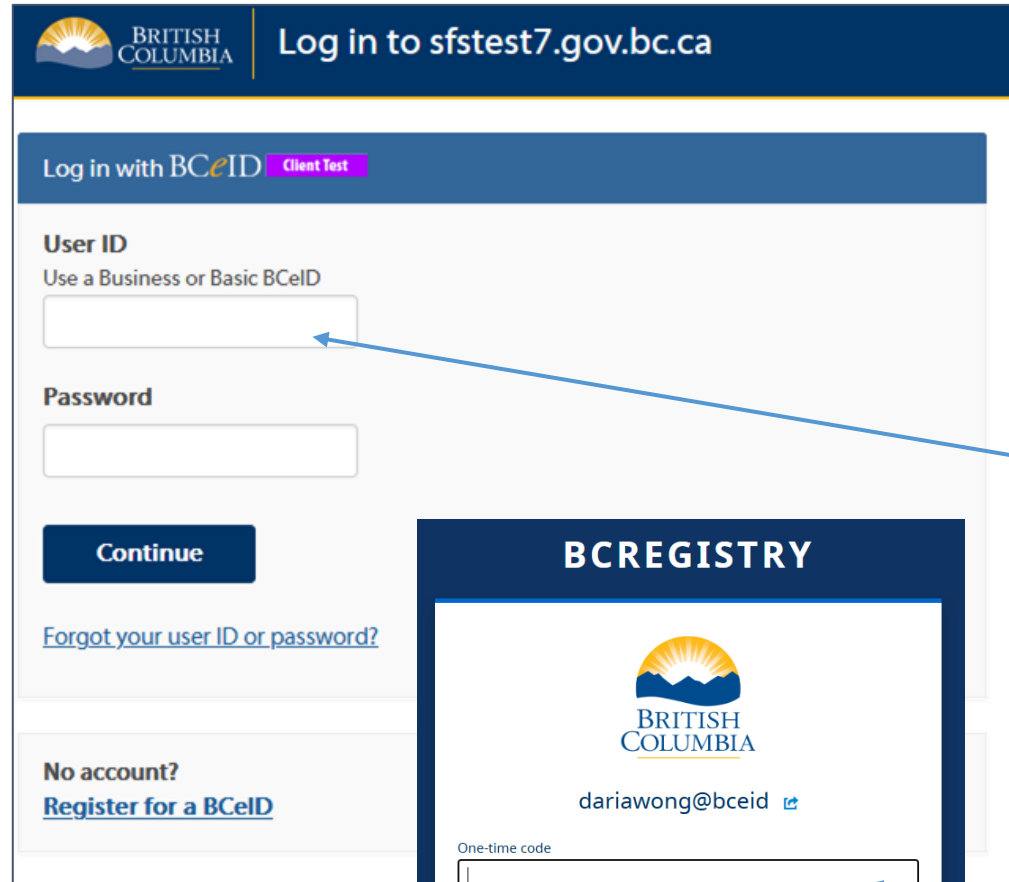
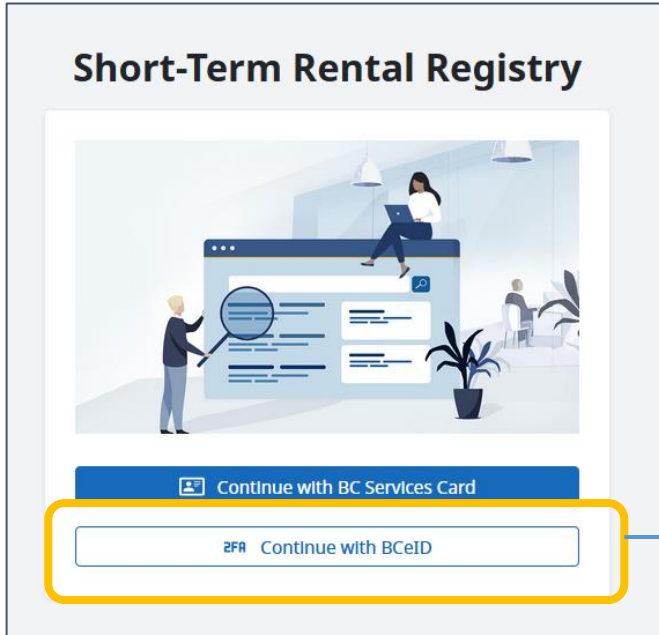


Enter the code you see displayed on your screen into your BC Services Card app (don't enter the pairing code you see in this guide; sample only).

# Apply for the Short-Term Rental Registration as a Strata-Titled Hotel or Motel

Logging in with a BCeID and 2-factor authenticator

! Available only if you have an **existing BC Registries account**.



Enter your BCeID credentials and click "Continue".

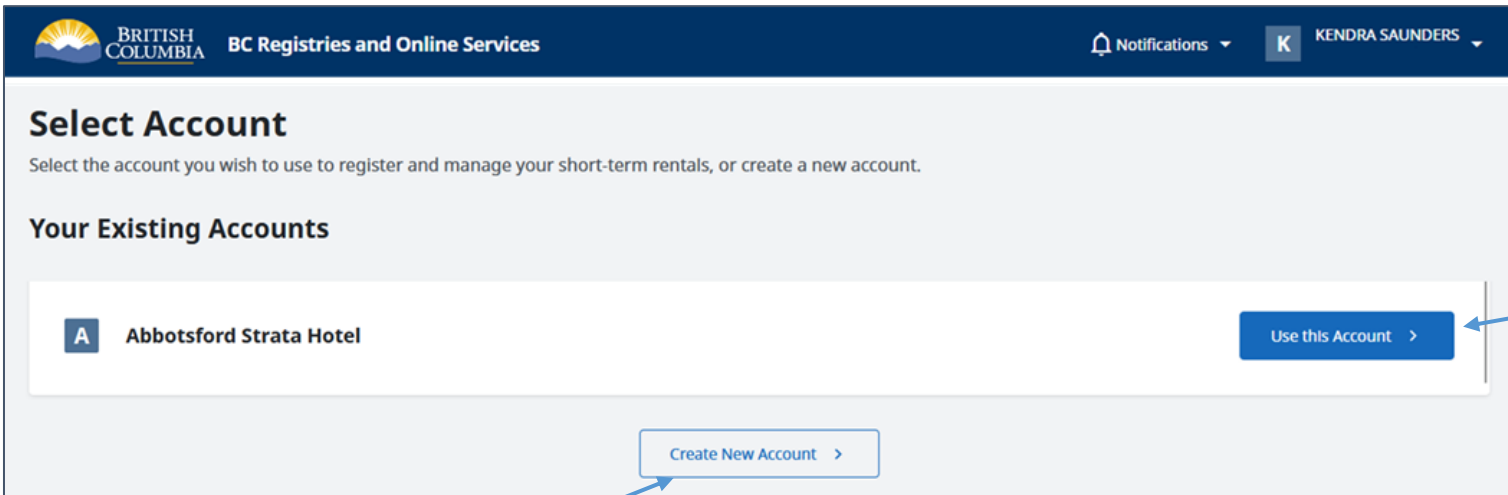


Enter the 6-digit code from your authenticator.

# Apply for the Short-Term Rental Registration as a Strata-Titled Hotel or Motel

Create a new account or select an existing one

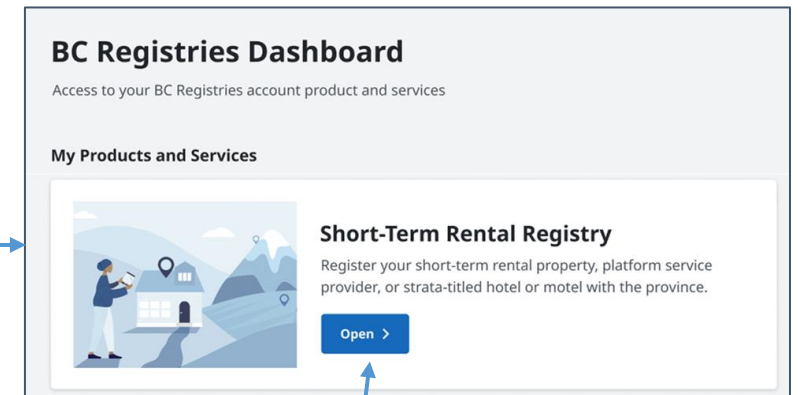
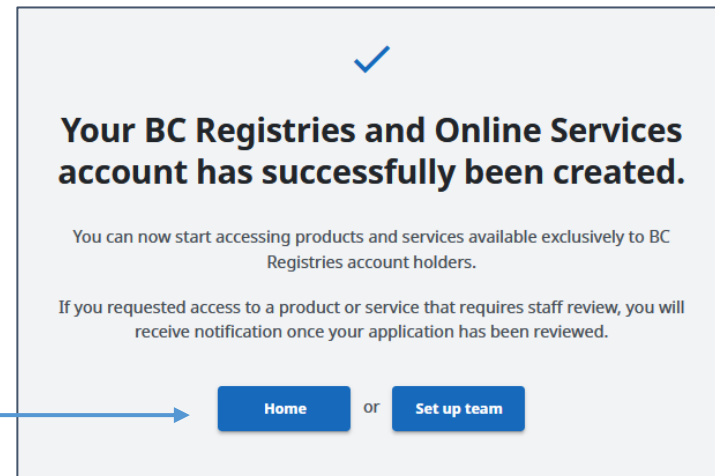
If you have an existing BC Registries account, you can select it to use for your registration. If you don't, click "Create New Account".



Option to select an existing account.

If you want to create a new account, you will need to select the *Short-Term Rental Registry* product from a list of services, complete the account information, and choose a payment method.

Once completed, click "Home".

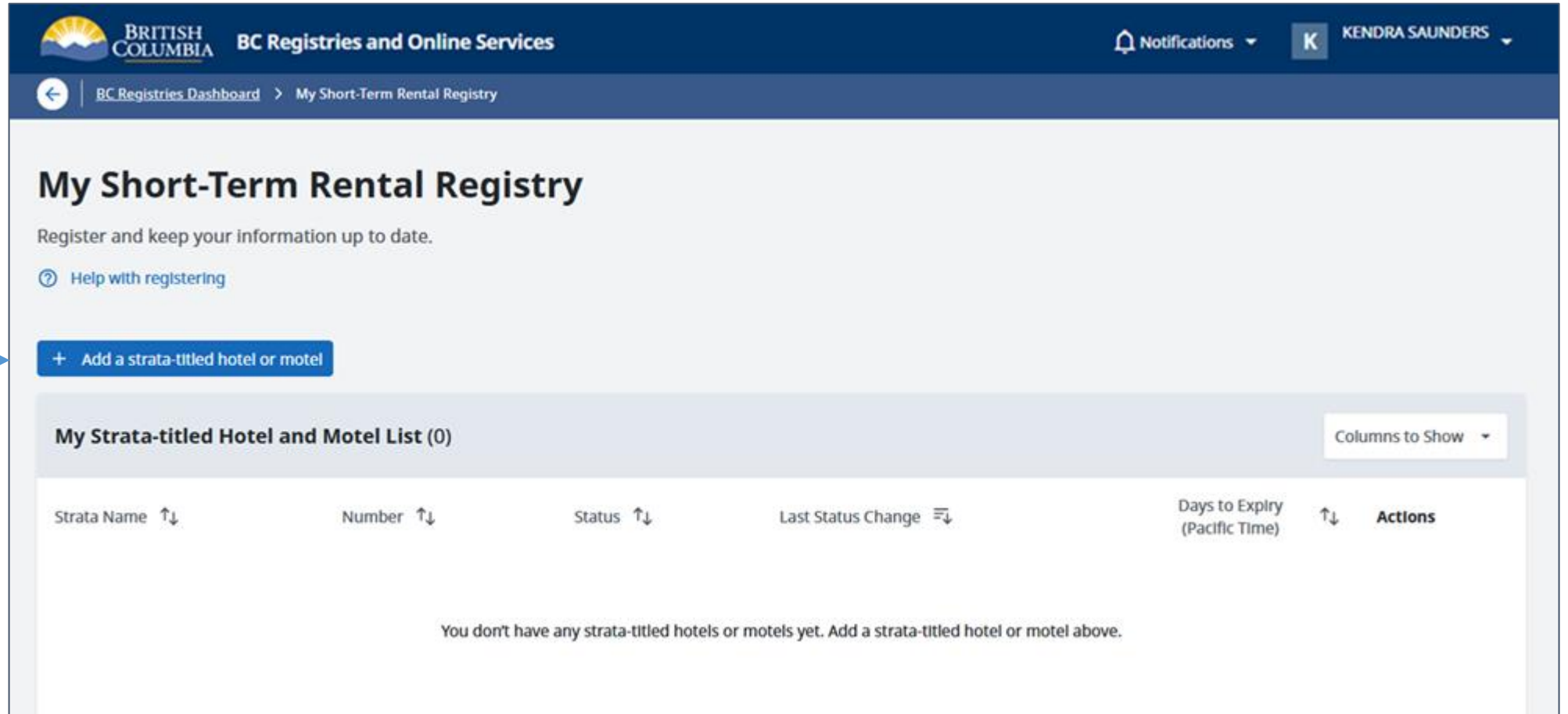


Open the Short-Term Rental Registry from your dashboard.

# Apply for the Short-Term Rental Registration as a Host

## Begin Application

Begin application by clicking on "Add a strata-titled hotel or motel."



BRITISH COLUMBIA BC Registries and Online Services

Notifications K KENDRA SAUNDERS

BC Registries Dashboard > My Short-Term Rental Registry

## My Short-Term Rental Registry

Register and keep your information up to date.

[Help with registering](#)

[+ Add a strata-titled hotel or motel](#)


### My Strata-titled Hotel and Motel List (0)

Columns to Show


Strata Name ↑↓	Number ↑↓	Status ↑↓	Last Status Change ⇅↓	Days to Expiry (Pacific Time) ↑↓	Actions
You don't have any strata-titled hotels or motels yet. Add a strata-titled hotel or motel above.					

## Short-Term Rental Strata-Titled Hotel or Motel Application


[Help with registering](#) | [Information collection notice](#)




Add Contact Information



Add Business Details



**Add Strata Hotel Information**



Review and Confirm

### Fee Summary

Strata Hotel Application Fee	\$600.00
Service Fee	\$1.50
<b>Total Fees</b>	<b>CAD \$601.50</b>
Paying with Pre-authorized Debit (PAD) XXX4567	

Click “Help with registering” to get useful contact information to assist with the registration process.

Completed step




Started but incomplete step

Current in progress step

Not started step

### Need Help?

For more information about registration requirements, visit [STRregistry.gov.bc.ca](http://STRregistry.gov.bc.ca). If you need help registering, using the dashboard, or resolving a technical issue, you can also contact us directly.

-  Canada and U.S. Toll Free: [1-833-828-2240](tel:1-833-828-2240)
-  Victoria Office: [604-630-4058](tel:604-630-4058)
-  Email: [STRregistry@gov.bc.ca](mailto:STRregistry@gov.bc.ca)

[Close](#)

“Fee Summary” is automatically calculated as the application is completed, based on:

Activity	Annual Fee
Strata hotel platform fee	\$600.00



# Understanding form fields

Legal Name

Please enter the legal name

Does the business have an active number with Consumer Protection BC (CPBC)?

Yes

No

Required

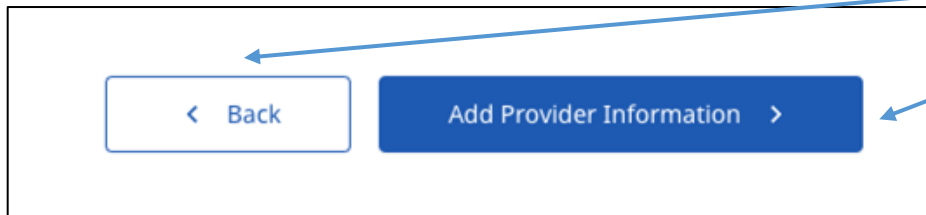
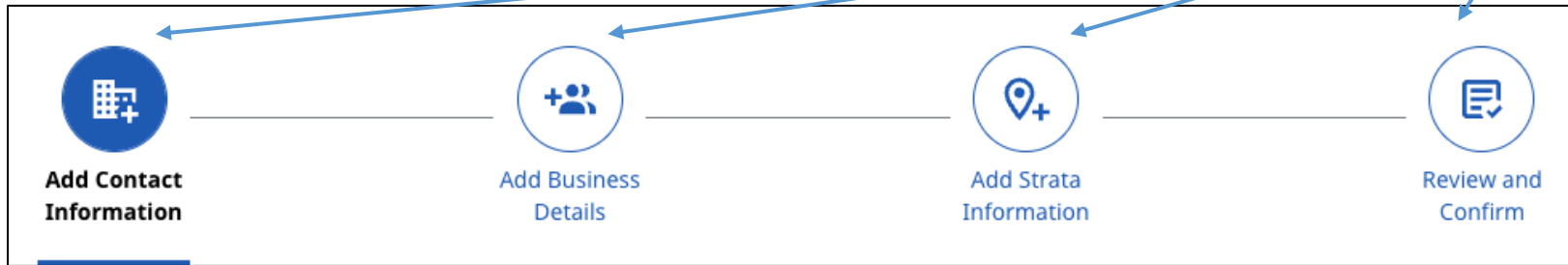
Home Jurisdiction (Optional)

Indicates missing required field.

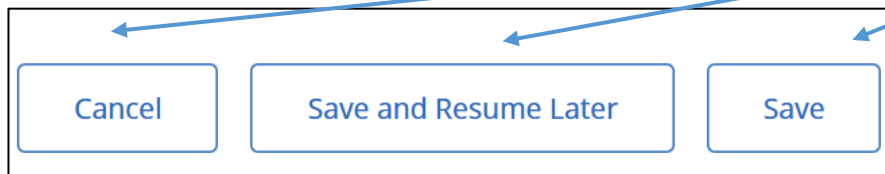
All fields are mandatory unless marked with "Optional".

# Understanding the navigation

Click any step to move to that section of the application process. Steps do not need to be complete to move between them.



Buttons at the bottom right of the page allow moving to previous and next steps of the application process.



Buttons at the bottom left of the page allow saving a draft of application to resume it later or exiting the registration.

# Understanding errors

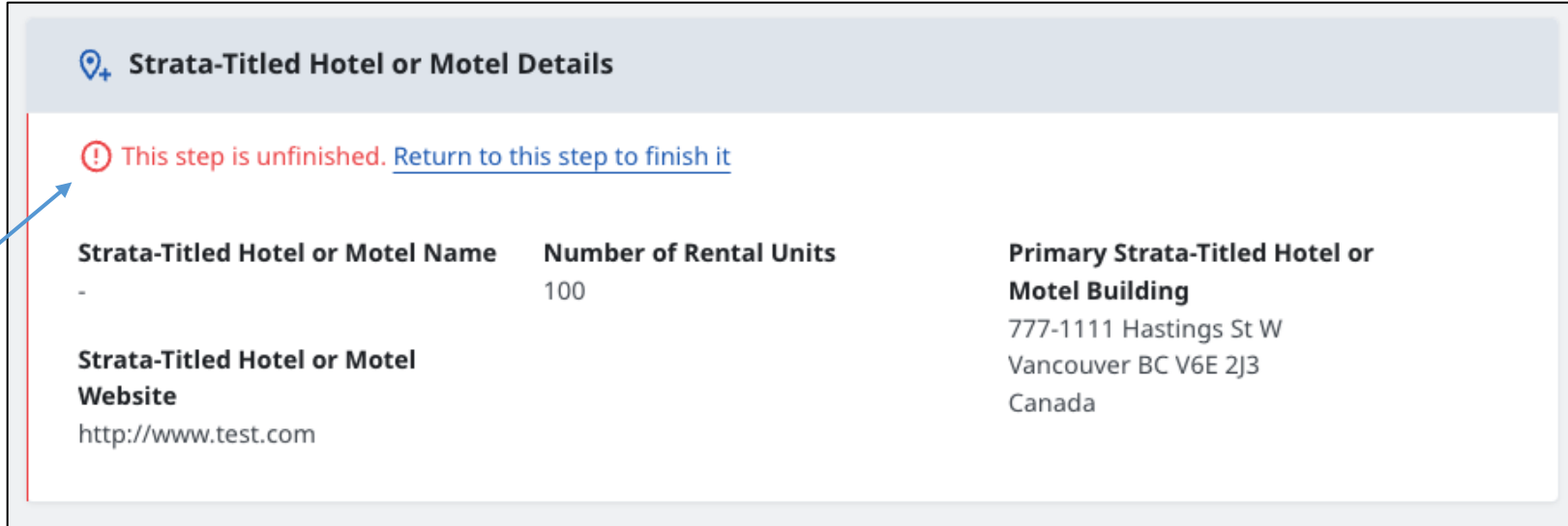
This indicates a required field that was left blank. Enter the correct information to proceed.



Strata-Titled Hotel or Motel Name

Please enter a name

Click here to return to the incomplete step.



📍 Strata-Titled Hotel or Motel Details

⚠️ This step is unfinished. [Return to this step to finish it](#)

<b>Strata-Titled Hotel or Motel Name</b>	<b>Number of Rental Units</b>	<b>Primary Strata-Titled Hotel or Motel Building</b>
-	100	777-1111 Hastings St W Vancouver BC V6E 2J3 Canada
<b>Strata-Titled Hotel or Motel Website</b>		
http://www.test.com		



Red X indicates a step that is incomplete. Click the incomplete step to return.

# Understanding your Dashboard

BC Registries Dashboard > My Short-Term Rental Registry

## My Short-Term Rental Registry

Register and keep your information up to date.

[Help with registering](#)

[+ Add a strata-titled hotel or motel](#)

### My Strata-titled Hotel and Motel List (3)

Columns to Show ▾

Strata Name ↑↓	Number ↑↓	Status ↑↓	Last Status Change ↑↓	Days to Expiry (Pacific Time) ↑↓	Actions
strata hotel2	61873133616727	Pending Approval	2025-01-16	-	<a href="#">View</a>
	56222252500495	Draft	2025-01-16	-	<a href="#">Resume Draft</a> ▾
strata hotel 1	20858426393837	Pending Approval	2025-01-15	-	<a href="#">View</a>

Click to add a new strata-titled hotel or motel registration.

List of all strata-titled hotels and motels under your registry.

Click "Resume Draft" to continue the draft application

Click "View" to open the dashboard for this list item.

## Short-Term Rental Strata-Titled Hotel or Motel Application

[Help with registering](#) | [Information collection notice](#)

**Add Contact Information**

Add Business Details

Add Strata Information

Review and Confirm

### Fee Summary

Strata Hotel Application Fee	\$600.00
Service Fee	\$1.50
<b>Total Fees</b>	<b>CAD \$601.50</b>

### Step 1 - Contact Information

Strata-titled hotels and motels must identify a representative to communicate with the Province. This person will be responsible for representing the strata-titled hotel or motel regarding regulatory requirements for strata-titled hotels and motels.

Are you the strata-title hotel or motel representative?

Yes

No

Service fee of CAD \$1.50 and application fee of CAD \$600 apply to strata-titled hotel or motel applications.

Select "[Yes](#)" or "[No](#)" to continue.

## Step 1: Add Contact Information

Strata-Titled Hotel or Motel Representative: **Yes**

When "Yes" is selected, details are populated from the information on your BC Services Card or BCeID.

Email is the default communication method.

Click to add another representative.

Are you the strata-title hotel or motel representative?

Yes  
 No

**Strata-Titled Hotel or Motel Representative**

**Your Name**      **ContactTest.**  
This is your legal name as it appears on your BCeID.

**Contact Details**

Position/Title  
Enter your current job title or position

Country code ▾      Phone Number      Extension (Optional)

Fax Number (Optional)

Email Address

**Note:** Email will be the default method of communication. Information sent to your email address will be considered "received" on the third day after the email is sent.

[+ Add Another Representative](#)

[Add Business Details >](#)

Click "Add Business Details" to proceed to the [next step](#).

## Step 1: Add Contact Information

Strata-Titled Hotel or Motel Representative: **No**

When “No” is selected, details are populated from your BC Services Card or BCeID account and user is prompted to fill out contact details on behalf of the hotel or motel representative.

Are you the strata-title hotel or motel representative?

Yes  
 No

**Person Completing Strata-Titled Hotel or Motel Application**

Your Name  This is your legal name as it appears on your BCeID.

**Contact Details**

Country code  Phone Number  Extension (Optional)

Email Address

**Strata-Titled Hotel or Motel Representative**

**Contact Name** This is the primary contact person for the strata-titled hotel or motel.

First Name  Middle Name (Optional)  Last Name

**Contact Details**

Position/Title   
Enter your current job title or position

Country code  Phone Number  Extension (Optional)

Fax Number (Optional)

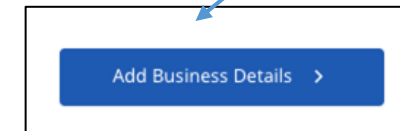
Email Address

**Note:** Email will be the default method of communication. Information sent to your email address will be considered “received” on the third day after the email is sent.

Email is the default communication method.

Click to add another representative.

Click “Add Business Details” to proceed to the [next step](#).



Enter business details.

### Business Information

**Business Identifiers**

Legal Name

The full legal name of the business that is operating the strata-titled hotel or motel. Include corporate designations (e.g., "Ltd.", "Inc.", "LLC.")


Home Jurisdiction (Optional)

The regional or federal jurisdiction where the business was incorporated or registered, if applicable

Canada Revenue Agency Business Number (Optional)

15-character business number (e.g., 123456789BC0001)

Business Number is  
15-characters





## Step 2: Add Business Details

### Addresses

Enter mailing details.

**Business Mailing Address**

Country

Address Line 1

Street address, rural route, or general delivery address

Address Line 2 (Optional)

City  Region  Code

Delivery Instructions (Optional)

**Registered Office or Attorney for Service Address**

Does the business have a registered office or attorney for service in British Columbia?

Yes

No

**Registered Office or Attorney for Service Address**

Does the business have a registered office or attorney for service in British Columbia?

Yes

No

Attorney for Service Name (Optional)

Canada

Address Line 1

Street address, rural route, or general delivery address

Address Line 2 (Optional)

City  British Columbia  Postal Code

Delivery Instructions (Optional)

If "yes", enter attorney contact information.

Click "Add Strata Information" to proceed to the [next step](#).

### Step 3 - Strata-Titled Hotel or Motel Information

Provide information about the strata-titled hotel or motel you are registering. If you operate additional strata-titled hotels or motels, you must register each of them separately.

#### Strata-Titled Hotel or Motel Details

##### Strata-Titled Hotel or Motel

Strata-Titled Hotel or Motel Name

The name of the strata-titled hotel or motel.

Strata-Titled Hotel or Motel Website

e.g., <https://www.your-strata-hotel.ca/>

##### Strata Hotel Category

[Learn more about strata hotel categories](#) 


- Category 1: Strata hotel with a staffed front desk, housekeeping services, and a platform
- Category 2: Strata hotel with two or more strata lots that cannot be used as a principal residence
- Category 3: New strata hotel development since December 2023

##### Number of Rental Units

Number of Rental Units 

The total number of units within the strata-titled hotel or motel that are offered as short-term rental accommodation.

Enter details about strata-titled hotel or motel.



## Step 3: Add Strata Information

### Address

#### Strata Hotel Buildings

Enter the address for each building that is part of the strata-titled hotel or motel. Include all co-located buildings in your application.

**Primary Strata-Titled Hotel or Motel Building**

Canada

Address Line 1

Street address, rural route, or general delivery address

Address Line 2 (Optional)

City British Columbia Postal Code

Delivery Instructions (Optional)

[Add a Building](#)

Enter building details for additional building.

Click to remove additional building.

#### Strata-Titled Hotel or Motel Building 2

Canada

Address Line 1

Street address, rural route, or general delivery address

Address Line 2 (Optional)

City British Columbia Postal Code

Delivery Instructions (Optional)

Remove X


Click to add another building under the same strata-titled hotel or motel.


## Step 3: Add Strata Information

### Supporting Documentation

#### Supporting Documentation

**File Upload**

If the strata hotel is located in an area with the principal residence requirement, add all [required documentation](#) that supports your short-term rental registration.  
[Does the principal residence requirement apply?](#) 

 Choose Supporting Documents (Optional)

File must be a PDF. Maximum 10 MB.

Information on whether supporting documents are required.

Click to upload required documents .

Click "Review and Confirm" to proceed to the [next step](#).

[< Back](#) [Review and Confirm >](#)

# Step 4: Review and Confirm

## Step 4 - Review and Confirm

Review and confirm all of the information you provided as shown below.

### Person Completing Strata-Titled Hotel or Motel Application

<b>Contact Name</b> ContactTest Airbnb	<b>Phone Number</b> +1 2501234567	<b>Email Address</b> test@testemail.com
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### Strata-Titled Hotel or Motel Representative

<b>Contact Name</b> ContactTest Airbnb	<b>Phone Number</b> +1 2501234567	<b>Email Address</b> test@testemail.com
<b>Position/Title</b> Manager	<b>Fax Number</b> -	

### Business Information

<b>Legal Name</b> Test	<b>Business Mailing Address</b> 777-1111 Hastings St W Vancouver BC V6E 2J3 Canada	<b>Attorney for Service Name</b> -
<b>Home Jurisdiction</b> -		<b>Registered Office or Attorney for Service Address</b> -
<b>Business Number</b> -		

### Strata-Titled Hotel or Motel Details

<b>Strata-Titled Hotel or Motel Name</b> Test Strata	<b>Number of Rental Units</b> 100	<b>Primary Strata-Titled Hotel or Motel Building</b> 777-1111 Hastings St W Vancouver BC V6E 2J3 Canada
<b>Strata-Titled Hotel or Motel Website</b> http://www.test.com		

## Confirmation

- 1. Terms and Conditions.** I agree to comply with the [Terms and Conditions](#) of registration.
- 2. Accuracy of Information.** I confirm that the information contained in the application for registration is accurate and true. I understand that if I have knowingly provided inaccurate or false information, I may be subject to enforcement action under Part 4 of the *Short-term Rental Accommodations Act*.

I confirm that I understand and agree to the above.

Check confirmation box.

## Fee Summary

<b>Strata Hotel Application Fee</b>	\$600.00
<b>Service Fee</b>	\$1.50
<b>Total Fees</b>	CAD <b>\$601.50</b>
Paying with Pre-authorized Debit (PAD) XXX4567	▲
<b>Pre-authorized Debit (PAD) XXX4567</b>	✓
Credit Card	

If you have Pre-authorized Debit set up, you will be able to choose one of the payment methods: credit card or pre-authorized debit

< Back

Submit & Pay >

Review completed information. To revisit previous steps, use the progress indicator at the top of the page.

Once ready, click "Submit & Pay" to **complete** the application. On click, your application will be submitted, and your account will be debited the application fees through pre-authorized debit if this method is chosen. If you choose credit card as your payment option, you will be redirected to the [payment page](#).

## Step 5: Payment

When no payment method is on file, user is directed to **PayBC**.

The screenshot displays the PayBC website interface. At the top, there is a navigation bar with the British Columbia logo and the text "PayBC". To the right of the logo, it says "ENV: TEST VER: 26.00 - Jun 20" and a "Log In" button. Below the navigation bar, there are links for "PayBC Home", "Quick Pay", "Register for PayBC", and "Need help?".

The main content area shows a breadcrumb trail: "PayBC Home / Direct Sale /". Below this, the text reads "Direct Sale: Please complete the reCAPTCHA to continue to the payment screen." A reCAPTCHA box is present with a checkbox labeled "I'm not a robot" and a "reCAPTCHA Privacy - Terms" link. A blue arrow points to the checkbox with the text "Select this box and wait for the reCAPTCHA to process."

To the right, a modal window titled "Enter Payment Information" is shown. It contains the following fields and options:

- Invoice/Order Number: 45221
- Amount: \$601.50 CAD
- Card Type: VISA (dropdown menu)
- Card Number: [input field]
- Expiration Date: 01 / 2024 (dropdown menus)
- Card CVD: [input field] with a "What's this?" link
- Buttons: "Cancel" (red) and "Submit payment" (grey)

Two blue arrows point to the "Enter Payment Information" modal. The first arrow points to the top of the modal with the text "Enter payment information." The second arrow points to the "Submit payment" button with the text "Click 'Submit payment' to complete payment and submit application."

Once submitted, you will see the strata-titled hotel or motel information.

Click to go back to the Short-Term Rental Registry dashboard.

Application status.

Required actions will be listed here.

The screenshot shows the 'Sterling Lights Motel' application page. At the top, the BC Registries and Online Services logo is visible. The breadcrumb trail indicates the user is in 'My STR Strata-Titled Hotel or Motel Registry' for 'Sterling Lights Motel'. The application status is 'Pending Approval'. The application number is 27863070779455 and the application date is December 18, 2024. The 'To Do' section is empty. The 'Registering Business' section shows 'Strata Hotel Abbotsford Ltd.' with a mailing address of 34221 4th Ave, Abbotsford BC V2S 8B6, Canada. The 'Completing Party' is Daria Wong. The 'Representatives' section lists Daria Wong as the Manager with contact information: daria@test.com and +1 (604) 555-6666. The 'Buildings' section lists the primary building at 29317 Bordeaux Terr, Abbotsford BC V4X 0A6, Canada.

**STERLING LIGHTS MOTEL**  
18 units | SterlingLightsMotel.ca

Pending Approval  
Download Receipt

Application Number: 27863070779455  
Application Date: December 18, 2024

**To Do (0)**  
You don't have anything to do yet  
Filings that require your attention will appear here

**Registering Business**

Name	Mailing Address	Home Jurisdiction	Business Number
Strata Hotel Abbotsford Ltd.	34221 4th Ave Abbotsford BC V2S 8B6 Canada	Not Entered	Not Entered

**Completing Party**  
Daria Wong

**Representatives**  
Daria Wong  
Manager  
daria@test.com  
+1 (604) 555-6666

**Buildings**  
Primary Building  
29317 Bordeaux Terr  
Abbotsford BC V4X 0A6  
Canada

Application number and date. If approved, Application Number will become Registration Number.

Check back periodically to see if your application has been approved.

The screenshot shows the 'My Short-Term Rental Registry' dashboard. At the top, there is a breadcrumb trail: 'BC Registries Dashboard > My Short-Term Rental Registry'. Below this is the main heading 'My Short-Term Rental Registry' and a sub-heading 'Register and keep your information up to date.' with a 'Help with registering' link. A blue button labeled '+ Add a strata-titled hotel or motel' is positioned above a table titled 'My Strata-titled Hotel and Motel List (2)'. The table has columns for 'Strata Name', 'Number', 'Status', 'Last Status Change', 'Days to Expiry (Pacific Time)', and 'Actions'. Two rows are visible: one with status 'Draft' and another with status 'Pending Approval'. The 'Actions' column for the 'Draft' row contains a 'Resume Draft' button, and for the 'Pending Approval' row, it contains a 'View' button. Blue arrows point from external text labels to these specific elements.

Strata Name ↑↓	Number ↑↓	Status ↑↓	Last Status Change ↑↓	Days to Expiry (Pacific Time) ↑↓	Actions
	56222252500495	Draft	2025-01-16	-	Resume Draft
strata hotel 1	20858426393837	Pending Approval	2025-01-15	-	View

Apply for another strata-titled hotel or motel registration.

View registration status.

Continue draft application

View the Strata-titled hotel or motel information page.