

**Short-Term Rental Data Portal
Monthly Data Sharing Quick Start Guide for
Platform Service Providers**

Overview

Platforms are required to provide two types of reports to the Province by the 15th of each month via the **STR Data Portal**:

- [Monthly Data Reports](#) – These capture comprehensive information about all active short-term rental listings and must be uploaded every month.
- [Takedown Reports](#) – These detail listings removed due to local government requests or failed registration validations and are submitted only when such removals occur.

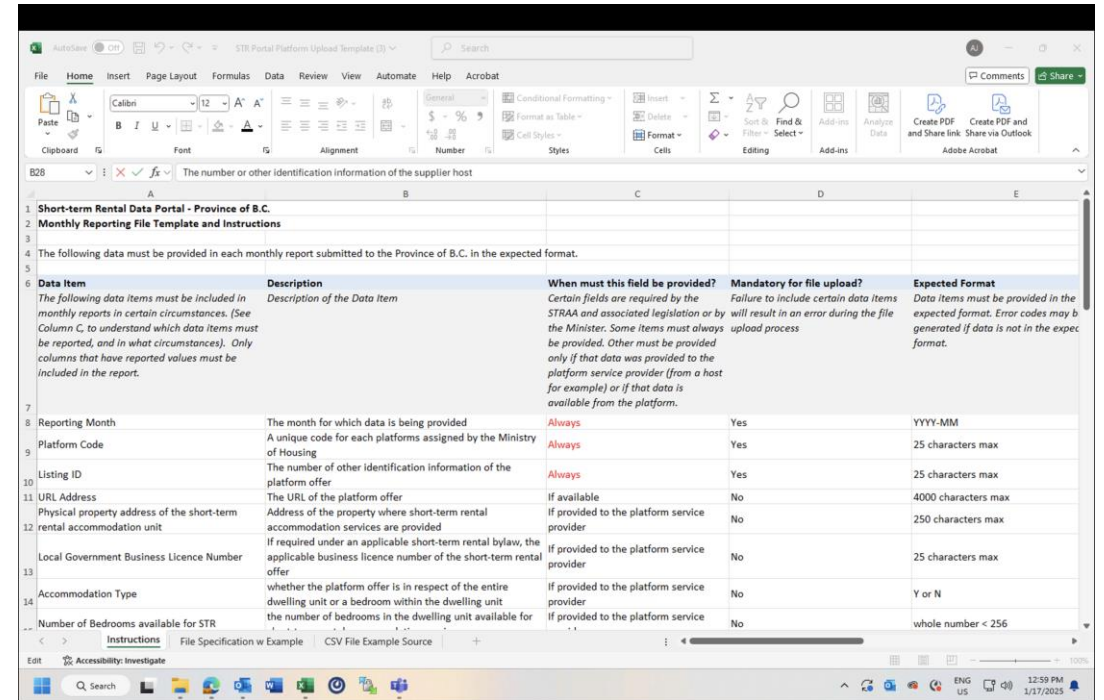
Both reports ensure transparency and compliance with provincial regulations, helping to maintain accurate and up-to-date records of short-term rental activity.

Monthly Data Report

Platforms are required to share information about **short-term rental listings** directly with the Province on a **monthly** basis.

All platforms must **upload a monthly report (.CSV)** of **all listings** to the **STR Data Portal**.

You will also find a detailed guide to the data required on the front sheet of the report template.



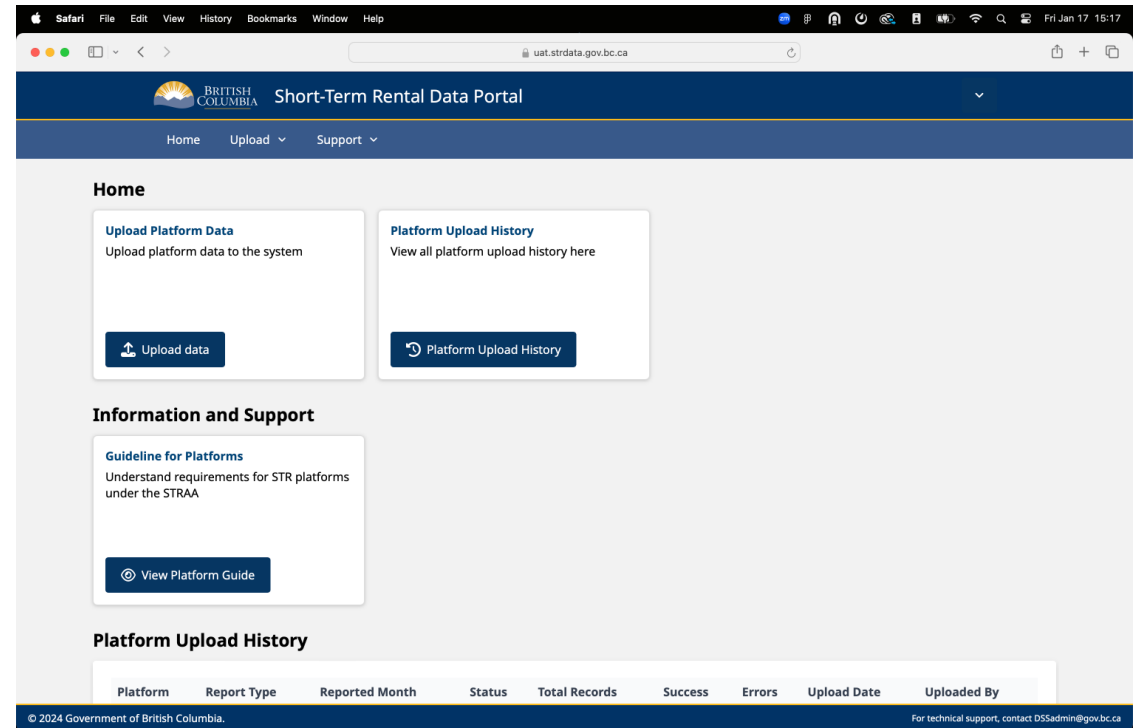
Sample Monthly Data Report

STR Data Portal

To be able to share data with the Province via the [STR Data Portal](#), platforms must log in with a **Business BCeID** account and [submit an access request](#).

If you do not have a Business BCeID, [create a new one](#).

Please note: It can take up to **2 business days** to approve your STR Data Portal access.



STR Data Portal Dashboard

Onboarding to the Data Portal

For platforms who have submitted their STRB Platform Rep form in 2024

Platform representatives will receive an email containing:

- A URL to the STR Data Portal for submitting an access request.
- A request to confirm email addresses for receiving notices of non-compliance and takedown requests.
- A unique platform code for uploading data.

For platforms who have registered with STR Registry

Platform representatives will receive an email containing:

- A URL to the STR Data Portal for submitting an access request.
- A unique platform code for uploading data.

To Add or Remove Users for Data Portal Access:

The platform representative on file must contact dssadmin@gov.bc.ca with the following details:

- Full name of the user(s).
- Email address of the user(s).

STR Data Portal

Submitting an Access Request

Quick Start Guide – STR Data Portal

The screenshot shows a web browser window with the URL `logontest7.gov.bc.ca`. The page features the British Columbia logo at the top left. The main content area is titled "Log in with BCeID" and contains a login form with the following elements:

- User ID:** A label "Use a Business BCeID" above an empty text input field. A blue arrow points from the text "Browse to the Short-term Rental Data Portal and log in with your Business BCeID." to this input field.
- Password:** An empty password input field.
- Continue:** A dark blue button with white text.
- Forgot your user ID or password?:** A blue hyperlink.
- No account?:** A blue hyperlink labeled "Register for a BCeID".

To the right of the login form, there is a "Need help?" section with a blue hyperlink: "Contact the BCeID Help Desk".

At the bottom of the page, there is a small disclaimer: "Access to or unauthorized use of data on this computer system by any person other than the authorized employee(s) or owner(s) of an account is strictly prohibited and may result in legal action against such person." Below this is a dark blue footer bar with white links: "Disclaimer", "Privacy", "Accessibility", and "Copyright".

Browse to the **Short-term Rental Data Portal** and log in with your Business BCeID.

Home

Request Access

Hello, Contacttest Expedia 3

Please identify yourself and your reason for requesting access

What role best describes you? Your Organization

Short-term Rental Platf... Enter Name...

Submit

Select “**Short-term Rental Platform**” for “What role best describes you?”

Enter your **Platform name** for “Your Organization”

Click “**Submit**” button to submit your access request to the STR Data Portal.

Once approved you will receive an email notifying you that your access has been approved with a link to access the STR data portal.

Monthly Data Sharing Report

1. Go to Support on the main menu, then Guidelines for Platforms.
2. Download and open the Monthly Data Sharing Report template.
(Select “Do not convert” if prompted)
3. Fill in report template (All fields in the report are mandatory, see [Appendix](#) for field details)
4. Go to [Upload your Report](#) to see detailed steps on uploading your report to the **STR Data Portal** (<https://strdata.gov.bc.ca>).

Download the **Monthly Reporting Template** [here](#).

Monthly Data Report
Upload your Report

Quick Start Guide - Monthly Data Sharing

Log in with BCeID

Need help?
[Contact the BCeID Help Desk](#)

User ID
Use a Business BCeID

Password

[Continue](#)

[Forgot your user ID or password?](#)

No account?
[Register for a BCeID](#)

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Browse to the **Short-term Rental Data Portal** (<https://strdata.gov.bc.ca>) and log in with your Business BCeID.

Quick Start Guide - Monthly Data Sharing

The screenshot shows the 'Short-Term Rental Data Portal' interface. At the top, there is a navigation bar with 'Home', 'Upload', and 'Support' links. The main content area is organized into several sections:

- Home:** Contains two cards. The first card, 'Upload Platform Data', includes the text 'Upload platform data to the system' and a dark blue button labeled 'Upload data'. The second card, 'Platform Upload History', includes the text 'View all platform upload history here' and a dark blue button labeled 'Platform Upload History'.
- Information and Support:** Contains a card titled 'Guideline for Platforms' with the text 'Understand requirements for STR platforms under the STRAA' and a dark blue button labeled 'View Platform Guide'.
- Platform Upload History:** Shows the beginning of a table with the following headers: Platform, Report Type, Reported Month, Status, Total Records, Success, Errors, Upload Date, and Uploaded By.

A blue arrow points from the 'Upload data' button in the 'Upload Platform Data' card to the right-side text.

Click the **"Upload Data"** button in the **"Upload Platform Data"** section of your dashboard.

Quick Start Guide - Monthly Data Sharing

The screenshot shows the 'Short-Term Rental Data Portal' in a Safari browser. The page title is 'Short-Term Rental Data Portal' and the URL is 'uat.strdata.gov.bc.ca'. The navigation menu includes 'Home', 'Upload', and 'Support'. The main content area is titled 'Upload Platform Data' and includes the instruction 'All fields are required except where stated'. There are four blue arrows pointing to specific elements: the first points to the 'Short-Term Rental Listing Data' dropdown in the 'Select Report Type' field; the second points to the 'December 2024' dropdown in the 'Select Reporting Month' field; the third points to the 'uploadTestDec24.csv' file in the 'Upload Your Platform Data (.CSV File Only)' section; and the fourth points to the 'Upload' button at the bottom of the form.

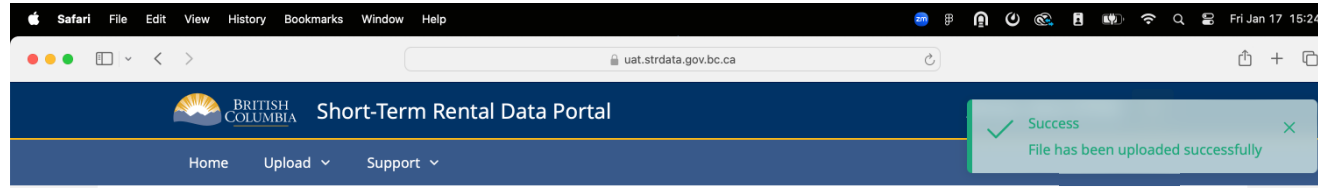
Select "**Short-Term Rental Listing Data**" in the "Select Report Type" menu.

Select the month for which data is being provided.

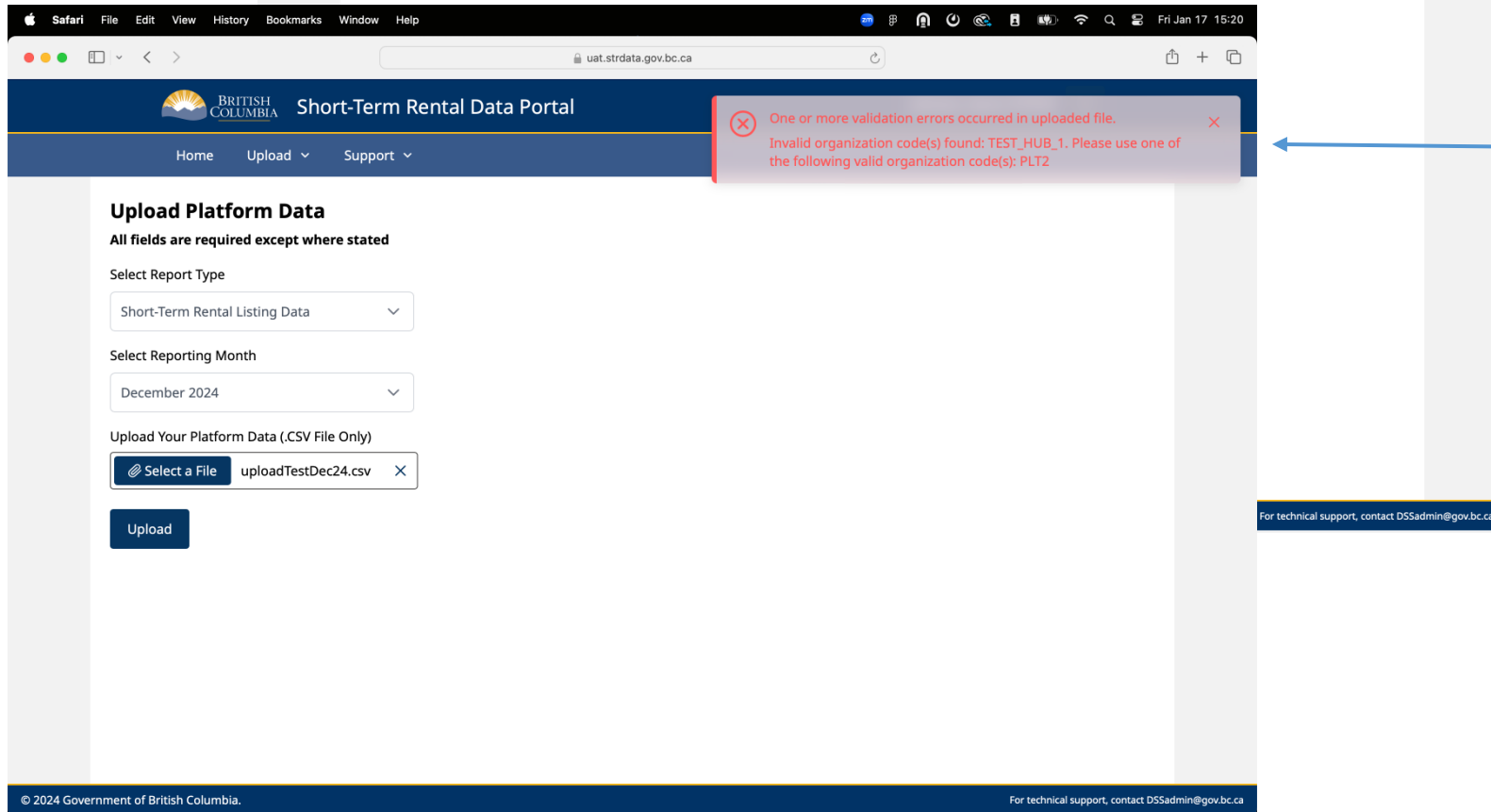
Attach your file (**.CSV** format only)

Click the "**Upload**" button when you are ready to submit your report.

Quick Start Guide - Monthly Data Sharing



Confirm that the submission was successful by noting the **green success message**.



A **red** message indicates an **error**. Take note of the error message and return to your report template. Make the required changes before resubmitting.

Go to the next slide to see how this error was corrected.

Processing error

	A	B	
1	rpt_perio d	org_cd	listi
2	2024-12	TEST_HU B_1	12:
3			

As noted in the previous slide, the wrong organization code (org_cd) had been entered.

TEST_HUB_1 was replaced with the correct code detailed in the error message.

The .CSV file was then saved and could be reuploaded successfully to the STR Data Portal.

Quick Start Guide - Monthly Data Sharing

Short-Term Rental Data Portal

Home | Upload | Support

Home

- Upload Platform Data
- Platform Upload History

Upload Platform Data
Upload platform data to the system

Platform Upload History
View all platform upload history here

Information and Support

Guideline for Platforms
Understand requirements for STR platforms under the STRAA

Platform Upload History

Platform	Report Type	Reported Month	Status	Total Records	Success	Errors	Upload Date	Uploaded By
Airbnb	Takedown Data	2024-08	Processed	14	14	0	2024-09-13	Cepeda, Stefanie
Airbnb	Listing Data	2023-08	Processed	2	2	0	2024-06-27	Zhou, Fiona
Airbnb	Listing Data	2023-08	Processed	19830	118	19712	2024-06-03	, Contacttest Airbnb

View More Platform Upload History

After submitting, you can view a record of your upload in the “**Platform Upload History**” section of your **Dashboard**.

You can also access the “Platform Upload History” page by navigating through the “**Upload**” section.



Received an email about a processing error?

1. Log in to the **STR Data Portal** and go to the “**Platform Upload History**” section.
2. Check the **Errors** column to identify uploads with issues.
3. Click the **download** icon to save the error report (.CSV) to your computer.

Refer to the next slide for detailed instructions on reviewing the error report.

This number shows the total number of listings in your upload that contained errors.

Takedown Report

Platforms must submit a monthly report to the **STR Data Portal** on all listings that have been **removed** as a result of:

- a local government takedown request
- a failed registration validation in the form

Platforms are **only** required to submit a report for months when at least **one** listing removal was requested.



Platforms are required to upload their **monthly takedown reports** to the **STR Data Portal** by the **15th of each month or the next business day**.

	A	B	C	D
1	rpt_period	rpt_type	org_cd	listing_id
2	2024-05	Takedown Data	PLAT-CO-1	1234567
3	2024-05	Takedown Data	PLAT-CO-2	PC2.345
4				
5				
6				
7				

Sample Takedown Report

Takedown Report

1. Download and open the Takedown Report template. (*Select “Do not convert” if prompted*)
2. Fill in report template (All fields in the report are mandatory, see [Appendix](#) for field details)
3. Go to [Upload your Report](#) to see detailed steps on uploading your report to the **STR Data Portal** (<https://strdata.gov.bc.ca>).

Download a sample report template [here](#).

**Takedown Report
Upload your Report**

Quick Start Guide - Takedown Reports – Upload your Report

Log in with BCeID

Need help?
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User ID
Use a Business BCeID

Password

[Continue](#)

[Forgot your user ID or password?](#)

No account?
[Register for a BCeID](#)

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Browse to the **Short-term Rental Data Portal** (<https://strdata.gov.bc.ca>) and log in with your Business BCeID.

Quick Start Guide - Takedown Reports – Upload your Report

The screenshot shows the 'Short-Term Rental Data Portal' interface. The top navigation bar includes 'Home', 'Upload', and 'Support'. The 'Home' section contains two main cards: 'Upload Platform Data' (with an 'Upload data' button) and 'Platform Upload History' (with a 'Platform Upload History' button). Below this is the 'Information and Support' section with a 'Guideline for Platforms' card (with a 'View Platform Guide' button). At the bottom, the 'Platform Upload History' section shows a table with columns: Platform, Report Type, Reported Month, Status, Total Records, Success, Errors, Upload Date, and Uploaded By. A blue arrow points from the 'Upload data' button to the text on the right.

Click the **"Upload Data"** button in the **"Upload Platform Data"** section of your dashboard.

Quick Start Guide - Takedown Reports – Upload your Report

The screenshot shows the 'Upload Platform Data' form on the 'Short-Term Rental Data Portal'. The form includes the following elements:

- Select Report Type:** A dropdown menu with 'Takedown Data' selected.
- Select Reporting Month:** A dropdown menu with 'December 2024' selected.
- Upload Your Platform Data (.CSV File Only):** A file selection area showing a file named 'STR DSS Takedown Dec 2025.csv'.
- Upload:** A dark blue button at the bottom of the form.

Four blue arrows point from the right side of the page to these specific elements: the 'Takedown Data' dropdown, the 'December 2024' dropdown, the file selection area, and the 'Upload' button.

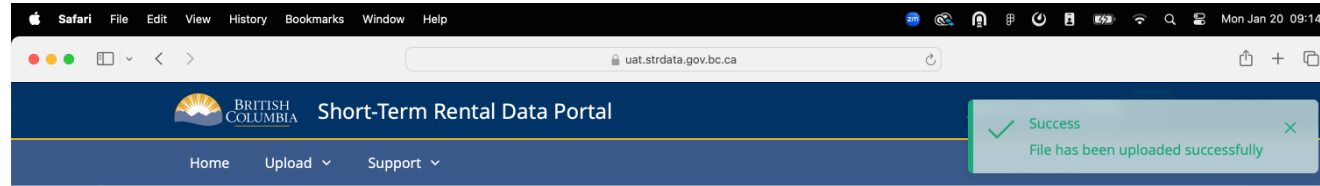
Select "**Takedown Data**" in the "Select Report Type" menu.

Select the month for which data is being provided.

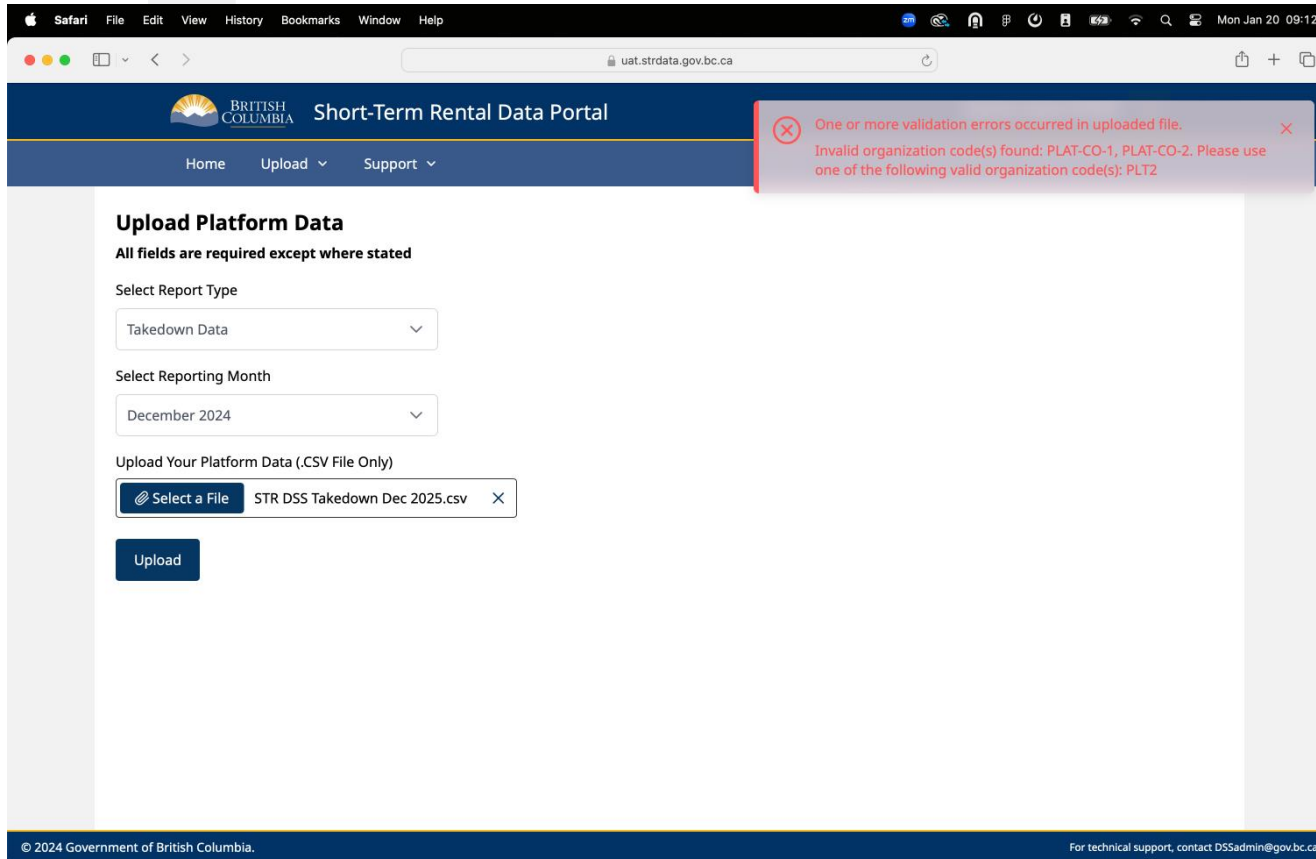
Attach your file (**.CSV** format only)

Click the "**Upload**" button when you are ready to submit your report.

Quick Start Guide - Takedown Reports – Upload your Report



Confirm that the submission was successful by noting the **green success message**.



A **red message** indicates an **error**. Take note of the error message and return to your Takedown template. Make the required changes before resubmitting.

Go to the next slide to see how this error was corrected.

	A	B	C	D
1	rpt_period	rpt_type	org_cd	listing_id
2	2024-05	Takedown Data	PLAT-CO-1	1234567
3	2024-05	Invalid Registration	PLAT-CO-2	77889900
4				
5				

As noted on the previous slide, an error was identified in the uploaded file.

To resolve this, review the error message, update the file to correct the issue, and ensure all changes are saved.

The corrected .CSV file can then be reuploaded successfully.



Ensure that the rpt_period is in the correct format of **YYYY-MM** and has not been auto-converted by excel.

Appendix: Monthly Reporting Field Definitions

Field Requirements

Certain data fields are required under the Short-term Rental Accommodations Act and associated regulations or by the Minister and must be included in the monthly reports in certain circumstances. Some items must always be provided, while others must be provided only if that data was provided to the platform service provider (from the host for example) or if that data is available from the platform.

Required fields must be included for a successful upload, while **Optional** fields will not prevent a successful upload.



Mandatory fields are required under the legislation and must be provided if the platform has the data.

Property and Host Data

Reporting Month (rpt_period)

The month for which data is being provided. **Required**

Platform Code (org_cd)

A unique code for each platform assigned by the Ministry. **Required**

Listing ID (listing_id)

The number or other identification information of the platform offer issued by the Platform. **Required. Mandatory.**

URL Address (listing_url)

The URL of the platform offer. **Mandatory if available.**

Physical property address of the short-term rental accommodation unit (rental_address)

Address of the property where short-term rental accommodation services are provided. **Mandatory if provided to the platform.**

Local Government Business Licence Number (bus_lic_no)

If required under an applicable short-term rental bylaw, the applicable business licence number of the short-term rental offer. **Mandatory if provided to the platform.**

Accommodation Type (is_entire_unit)

Whether the platform offer is in respect of the entire dwelling unit or a bedroom within the dwelling unit. **Mandatory if provided to the platform.**

Number of Bedrooms available for STR (bedrooms_qty)

The number of bedrooms in the dwelling unit available for short-term rental accommodation services. **Mandatory if provided to the platform.**

Number of nights booked (nights_booked_qty)

The number of nights that the short-term rental accommodation services were provided in respect of the previous month. **Required.**

Number of separate reservations (reservations_qty)

The number of separate reservations in respect of the previous month (ie. the reporting month). **Required.**

Property Host name (property_host_nm)

Name of the property host. **Mandatory if provided to the platform.**

Property Host email address (property_host_email)

Email address of the property host. **Mandatory if provided to the platform.**

Property Host phone number (property_host_phone)

Phone number of the property host. **Mandatory if provided to the platform.**

Property Host fax number (property_host_fax)

Fax number of the property host. **Mandatory if provided to the platform.**

Property Host Mailing Address (property_host_address)

Address of the property host. **Mandatory if provided to the platform.**

Supplier Host Details

There are a number of columns in which to add Supplier host details. The **asterisk (*)** represents the unique number for each corresponding Supplier Host (1-5) and will require unique details for each entry.

Supplier Host * name (supplier_host*_nm)

Name of the Supplier Host. **Mandatory if provided to the platform.**

Supplier Host * email address (supplier_host*_email)

Email address for the Supplier Host. **Mandatory if provided to the platform.**

Supplier Host * phone number (supplier_host*_phone)

Phone number for the Supplier Host. **Mandatory if provided to the platform.**

Supplier Host * fax number (supplier_host*_fax)

Fax number for the Supplier Host. **Mandatory if provided to the platform.**

Supplier Host * Mailing Address (supplier_host*_address)

Address for the Supplier Host. **Mandatory if provided to the platform.**

Host ID of Supplier Host * (supplier_host*_id)

The number or other identification information of the supplier host. **Mandatory if available.**

Notes on allowable data

All field values may include printable characters including linefeeds:

Field values in a CSV file can contain any printable characters, including linefeeds and special characters, as long as they are properly escaped if they include the field separator or the quote character (usually double quotes).

Must be bounded by double quotes:

Field values that contain the field separator (usually a comma) or the quote character (") itself must be enclosed in double quotes. For example, "value, with comma" or "value with ""quote""".

Must be separated by commas:

Fields in a CSV file are separated by commas (.). Each comma represents the boundary between two fields.

Appendix: Takedown Reporting Field Definitions

Takedown Report - Field Definitions

Reporting Month (*rpt_period*)

The month for which data is being provided. Please use the following date format: YYYY-MM.

Report Type (*rpt_type*)

The value for this field must be:

- “Takedown Report” for listings that were removed at the request of a local government, or
- “Invalid registration” for listings that failed a validation check against the STR Registry.

Platform Code (*org_cd*)

A unique code for each platforms assigned by the Ministry of Housing.

Platform Listing ID (*listing_id*)

The listing ID or other identification information of the platform offer issued by the Platform