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1300 Broadway, 6th Floor
Denver, Colorado 80203
Phone (720) 508-6000
Consumer Protection Section
Consumer Credit Unit

STATE OF COLORADO
DEPARTMENT OF LAW

RENT-TO-OWN INITIAL NOTIFICATION FORM
INFORMATION AND INSTRUCTIONS

Rent-to-own companies are regulated under the Rental Purchase Agreements Act of the Colorado Uniform Consumer Credit Code (UCCC).

Rent-to-own companies are required by law to file the notification form and pay the notification fee within 30 days after soliciting or entering into a rental purchase agreement and by January 31 each year, pursuant to § 5-10-804(1)(a) and (b) C.R.S.

Filing Notification

- Start by downloading and saving this packet.
- Use the fill-in fields to type your answers in. You will be able to use the tab key to navigate between fields.
- Once completed and signed, mail the initial notification and fee to:

Colorado Department of Law
Consumer Credit Unit – UCCC
Ralph L. Carr Colorado Judicial Center
1300 Broadway, 6th Floor
Denver, CO 80203

Fee Information

The notification fee is **\$50**.

Please send a check, with your initial notification, to the address above (subsequent renewal fees may be paid electronically). Checks should be made payable to: **“Colorado Department of Law.”**

IMPORTANT LEGAL REQUIREMENTS

Email is our primary method of communication. While we send email reminders for some of the requirements listed below, those reminders are sent as a courtesy, and it is each notification filer’s responsibility to comply with all applicable laws and rules regardless of whether reminders are received.

PLEASE BE AWARE OF RENEWAL REQUIREMENTS! Pursuant to §§ 5-10-804 and 805, C.R.S, retail sellers must file notification and pay the applicable fees annually.

All Rent-to-Own notification filings are valid through each December 31 regardless of the date issued! Renewals must be submitted annually.

Disclosures and Forms: Part 4 of the Rental Purchase Agreement Act requires a lessor to disclose to a lessee various information in a rental purchase agreement. **See §§ 5-10-401 and 402, C.R.S.**

Limitation on Agreements and Practices: Part 5 of the Rental Purchase Agreement Act contains information on limitations on agreements and practices. **See §§ 5-10-501, 502, 503, and 504, C.R.S.**

Limitation on Charges: Part 6 of the Rental Purchase Agreement Act contains information about limitations on charges. **See §§ 5-10-601, 602, 603, and 604, C.R.S.**

Remedies: Part 7 of the Rental Purchase Agreement Act contains information about remedies. **See §§ 5-10-701, 702, 703, and 704, C.R.S.**

Enforcement: Part 8 of the Rental Purchase Agreement Act contains responsibilities of the administrator, including examination or investigation of a lessor's records, and notification requirements **See §§ 5-10-801, 802, 803, 804, and 805, C.R.S.**

Violations and Penalties: Part 9 of the Rental Purchase Agreement Act contains information about violations and penalties. **See §§ 5-10-1001, C.R.S.**

Advertising: Part 10 of the Rental Purchase Agreement Act contains certain advertising requirements. **See §§ 5-10-1001, C.R.S.**

RENT-TO-OWN INITIAL NOTIFICATION
FORM CHECKLIST

A rent-to-own company must file notification and pay the fee within 30 days after commencing business in Colorado.

Completed Form: Send this completed and signed form to the address provided on page 1. Your notification filing will not be considered Active until all the necessary information is received. Please ensure the completeness of your filing to avoid delays.

Notification Fee(s): The notification filing fee (specified on page 1) must be sent, via check, to the address on page 1 with your completed notification form.

Additional Location List: If rental purchase agreements are made someplace other than at the location listed on the initial notification form, provide a complete list of the locations where rental purchase agreements are made.

DBA, Trade or Assumed names: If the applicant uses a DBA or trade name, please ensure the name(s) are properly filed with the Colorado Secretary of State. For more information, contact the Colorado Secretary of State at (303) 894-2200, or go to <https://www.sos.state.co.us/pubs/business>.

2023 COLORADO RENT-TO-OWN INITIAL NOTIFICATION FORM

Legal name of applicant (corporation, limited liability company, partnership, or individual person’s name):

Trade names used (if different from above – see the Requirements Checklist):

Address of **principal** place of business:

(Street address) (City) (State) (Zip code)

Phone number: _____ Website (if applicable): _____

Date rental purchase agreements commenced in Colorado: _____

Are rental purchase agreements made other than at an office?

Yes No

If Yes, how? Mail Internet Other: _____

Do you have any additional location(s) where rental purchase agreements are made?

Yes No

➤ If Yes, provide the Additional Location(s) List.

Mandatory Information for Sole Proprietors or Individual Filers only (not open to public inspection).

This information is required by §§ 14-14-113 and 24-31-107, C.R.S. and may be used to revoke, suspend, or deny licenses or notifications as determined by the state child support enforcement agency for noncompliance with support orders or subpoenas/warrants relating to paternity and child support.

Legal Name of Sole Proprietor: _____

Complete Home Address:

(Street address) (City) (State) (Zip code)

SSN: _____ Date of birth: _____

Primary contact information for legal requirements and other business matters

Provide contact information for each of the following categories of correspondence. Email is our primary method of communication. If this contact information is not updated, you may miss important emails from us regarding legal requirements or other business matters. If you are using a third-party for any categories listed below, please ensure the third-party contact is authorized to be the contact for future matters or update the contact(s) as needed.

Contact Person for Licensing/Renewals Compliance

Contact’s name, title, and department:

Contact’s mailing address:

(Street address) (City) (State) (Zip code)

Phone Number: _____ Email: _____

Contact Person for Examinations

Contact’s name, title, and department:

Contact’s mailing address:

(Street address) (City) (State) (Zip code)

Phone Number: _____ Email: _____

Contact Person for Consumer Complaints

Contact’s name, title, and department:

Contact’s mailing address:

(Street address) (City) (State) (Zip code)

Phone Number: _____ Email: _____

Registered Agent upon who service of process may be made

Agent's Name: _____

Agent's mailing address:

(Street address) (City) (State) (Zip code)

I hereby verify the information stated above and the amount paid are true and correct. Statements made herein are under oath. False statements may be punishable as second degree perjury.

Signature of owner, officer, or partner Date

Print name & title

COLORADO RENT-TO-OWN NOTIFICATION
ADDITIONAL LOCATION LIST

If rental purchase agreements are made someplace other than at the location on the initial notification form, provide a complete list of the locations where rental purchase agreements are made. Attach additional pages if necessary.

(Street address) (City) (State) (Zip code)

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