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STATE OF COLORADO
DEPARTMENT OF LAW

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Consumer Protection Section
Consumer Credit Unit

RENT-TO-OWN NOTIFICATION **RENEWAL INFORMATION AND CHECKLIST**

Rent-to-own companies are regulated under the Rental Purchase Agreements Act of the 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 rental purchase agreements and before July 1 in each subsequent year that the lessor solicits or enters into a rental purchase agreement, pursuant to section 5-10-804, C.R.S.

All Rent-to-Own notifications are valid through each July 1 regardless of the date issued. Renewals must be submitted annually!

How to renew

The renewal must be submitted online via the [Licensing portal](#) by the Licensing/Renewals contact or another designated contact. If an existing user, you may reset your password on the portal login.

If not an existing user, you may register an account. It may take up to three business days for us to authorize your access.

Once logged in, go to **Renew** and select the license to be renewed. You may work on the renewal over several sessions, but please be sure to Save as you go. To avoid delays, please be sure the information you provide is complete and accurate. Important legal requirements and a checklist of required information is available on the following pages.

Fee Information

The renewal fee is \$400 per location.

You may pay the fee online or by check.

- You may pay online (by credit card or electronic check). Please note the payment portal is separate from the Licensing portal. After submitting your renewal via the Licensing portal, you will be able to redirect to the payment portal to make an online payment. There is a fee associated with paying online, -or-

- You may pay by check. Checks should be made payable to “**Colorado Department of Law**” and sent to:

Colorado Department of Law
Consumer Credit Unit – Rent-to-Own Renewal
1300 Broadway, 6th Floor
Denver, CO 80203

RENEWAL CHECKLIST

Below are the renewal sections to be completed. Please provide all information to avoid delays.

Account Information

Review the account information and provide any updates. If the applicant uses any DBA name(s), please ensure the name(s) are properly filed with the Colorado Secretary of State and provide all DBA names registered.

Contact information for legal requirements and other business matters

Review the contact information for Licensing/Renewals, Examinations, and Consumer Complaints, and provide any updates. Please note - 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.

Organization Information

Review the legal structure information and provide any updates. Sole proprietors are required to provide certain information pursuant to sections 14-14-113 and 24-31-107, C.R.S.

Colorado Secretary of State Information and DBA names

Please ensure the applicant is properly registered with the Colorado Secretary of State, as applicable. If the applicant uses any DBA name(s), please ensure the name(s) are properly filed with the Colorado Secretary of State and provide all DBA names registered.

For more information, please visit the [Colorado Secretary of State website](#).

Locations

Review the licensed branch locations and select each location to be renewed. The total fee due is dependent on the number of locations to be renewed.

Other Information

If there is any other information relevant to the renewal such as the following documents, please upload before submitting the renewal.

- List of Locations using the Locations Template;

- Any other relevant information.

Signature

You must provide the name and email address of an authorized signatory. To simplify the process, please provide one signatory or, if necessary, no more than two signatories. Once the renewal is submitted, we will send an email to each person listed as a signatory for electronic signature; no account is needed to e-sign. The renewal is not considered submitted until it is e-signed by all signatories.

Payment

You may pay the renewal fee online or by check. If you wish to pay online, you will be directed to the payment portal once the renewal is submitted. Fee and payment information can also be found on page 1 of this document and within the [Licensing portal](#) under Payment Information.

After the renewal is submitted – Next Steps

Once the renewal is submitted, it will be sent for electronic signature within three business days. Please electronically sign the renewal in a timely manner to avoid delays. The renewal will not be reviewed or processed until electronically signed.

Requests for deficient information will be sent, via email, to the Licensing/Renewals contact listed on the renewal. Please be sure to continue to check your email for these requests and/or other updates.

IMPORTANT LEGAL INFORMATION

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 sections 5-10-401 and 402, C.R.S.

Limitation on Agreements and Practices

Part 5 of the Rental Purchase Agreement Act contains information about limitations on agreements and practices. See sections 5-10-501, 502, 603, and 504, C.R.S.

Limitation on Charges

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

Remedies

Part 7 of the Rental Purchase Agreement Act contains information about remedies. See sections 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 sections 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 sections 5-10-1001, C.R.S.

Advertising

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