

RENT-TO-OWN NOTIFICATION APPLICATION INFORMATION AND CHECKLIST

**The Department of Law Consumer Credit Unit is committed to ensuring that its materials and documents are accessible to all. Should you need any assistance in order to fully access and use the materials and documents published or sent by the Consumer Credit Unit, please contact us at UCCC@coag.gov to request an accommodation.*

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 1st 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 July 1st of every year, regardless of the date issued. Renewals must be submitted annually!

How to Apply

The application 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 **Apply** and select **Rent-to-Own Notification**. Then, select the company for which you wish to apply on behalf of (if more than one). You may work on the application 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. A Checklist and Important Legal Information is available on the following pages.

Fee Information

The renewal fee is \$300 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 application 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:

Important Legal Information

Annual Renewal Requirements

Pursuant to section 5-10-804, C.R.S., 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 1st in each subsequent year that the lessor solicits or enters into a rental purchase agreement.

Once issued, all Rent-to-Own notifications are valid through July 1st of every year, 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 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.

Limitations on Changes

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.

The laws and rules are available from the [UCCC Licensing website](#).

Application Checklist

Below are the application sections to be completed via the Licensing portal. Fields marked with a red asterisk (*) are required.

Account Information

Review the account information and provide updates as needed.

Contact information for legal requirements and other business matters

Contact information for legal requirements and other business matters

You must provide a name and contact information for the following categories: Licensing/Renewals, Examinations, and Consumer Complaints. Each contact name must have a unique email address. 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

Select the company's legal structure. 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 proper registration with the Colorado Secretary of State, as applicable. If there are any DBA or trade name(s), please ensure the name(s) are properly filed with the Colorado Secretary of State and provide all names registered.

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

Rent-to-Own Questions

If business has commenced rental purchase agreements, provide the date of commencement, whether rental purchase agreements are made other than at an office or physical location in Colorado, and if yes, how rental purchase agreements are made.

Locations

Provide a list of all locations where rental purchase agreements are made pursuant to section 5-10- 201, C.R.S. You must have at least one location listed, which may or may not differ from the mailing and physical addresses. The total fee due is dependent on the number of locations.

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 application 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 application is not considered submitted until it is e-signed by all signatories.

Payment

You may pay the application fee online or by check. If you wish to pay online, you will be directed to the payment portal once the application is submitted. Please use the reference number provided after submitting the application in making an online payment.

Fee and payment information can also be found on page 1 of this document and within the [Licensing portal](#) under Payment Information.

After the application is submitted – Next Steps

Once the application is submitted, it will be sent for electronic signature within three business days. Please electronically sign the application in a timely manner to avoid delays. The application 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 application. Please be sure to continue to check your email for these requests and/or other updates.