**Step by Step Guide to Provincial Vacation Rental Host Registration**

To register, you need to:

1. First, have a BC Services Card account. If you don’t already have one, you can create one here. It will ask you to download the BC Services App or physically go into a Service BC Location to get a BC Token.
2. Once your BC Services Card account is active, then you can apply for a BC Registries account. If you don’t already have one.  You can create one using your [BC Services Card Account](https://id.gov.bc.ca/account/), you can also register directly at [BC Registries Account Creation](https://www.bcregistry.gov.bc.ca/login/#iss=https:/loginproxy.gov.bc.ca/auth/realms/bcregistry), see Create Account in the top right corner of the page (but you will still need a BC Services Account to do this)
3. Once your BC Registries account is active (if you choose to pay by credit card it will be active right away, if you choose to pay with online banking, it will take a day or two for the account to be active), then you can apply for your Short Term Registration. [Apply for BC STR Host Registration](https://www2.gov.bc.ca/gov/content/housing-tenancy/short-term-rentals/registry/host-registration#applynow)
4. It’s best to have some relevant information at hand first to smoothly navigate the registration, including your SIN and your Parcel ID Number (found on the top left corner of your BC Assessment which came out in January). If you have a property manager, you will need their contact information too.
5. Once you have registered and paid your fee, your application will show as "pending". The application will be reviewed by the Province and you will receive notification of "approval" and receive your Registration Number by email. This can take anywhere from a few days to weeks depending on the timing of Province reviews.

You are required to post your BC registration number on every Short Term Rental advertisement for your property including [hornbyisland.com](http://hornbyisland.com/) , Air B&B , your property managers website etc.

This process can be time intensive and a little confusing but please don’t get frustrated.
1. The Province provides this Step by Step guide to guide you.  [Step by Step Registration Guide](https://www2.gov.bc.ca/assets/gov/housing-and-tenancy/tools-for-government/short-term-rentals/quick_guide_-_applying_for_the_short-term_rental_registration_for_hosts_0109.pdf) (it's very thorough, if a bit complex)
2. If you get confused at any point, we highly recommend you contact the Service BC Help Desk at 1-888-356-2741 or 604-660-2355, they will walk you through the entire process.
3. Please email us at hornbyshortterm@gmail.com if you have any further questions or need more support. One of us will do our best to get back to you as soon as possible.

All the details for Registration can be found at: [BC Short Term Rental Host Registration](https://www2.gov.bc.ca/gov/content/housing-tenancy/short-term-rentals/registry/host-registration)