



City of Boston  
Mayor Michelle Wu  
Licensing Board

Commissioners:  
Kathleen M. Joyce, Chairman  
Keeana S. Saxon  
Liam P. Curran

Executive Secretary:  
Daniel Green

## **2023-2024 Lodging Houses / Dormitory Renewal Instructions**

Dear Licensee,

**Please read these instructions carefully as it is your responsibility to read all of the forms and instructions within the Renewal Application and complete them in their entirety.**

### **Online Renewal Form / In-Person Renewal**

Licensees will be required to file the renewal application(s) online at [bit.ly/renewlodging2023](https://bit.ly/renewlodging2023) (case sensitive).

- The renewal period is Saturday, April 1, 2023, until Sunday, April 30, 2023 (11:59 p.m.)
- If you do not have a Google account, you will need to create a **free** account at [www.gmail.com](https://www.gmail.com). This is required in order to receive an emailed copy of your submission(s).
- Applicants may renew in person at City Hall but will **still** be required to submit the renewal application online at kiosks in Room 809. Please make an appointment before coming to renew your license.
- **Mailed renewals will not be accepted. They will be mailed back.**

### **Online Renewal Submission**

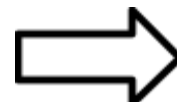
On the online renewal form, you will be required to complete and upload #1 and #2:

1. 2023-24 Renewal Application (enclosed) - Must be filled out completely
2. Valid Inspection Certificate (gold seal) (not enclosed)
  - Contact your Building Inspector if your Inspection Certificate is expired. List of inspectors: [bit.ly/isdcontacts](https://bit.ly/isdcontacts). The best time to schedule an appointment for inspection is at 1010 Mass. Avenue (5th floor) at 8 - 9 a.m. and 3 - 4 p.m. when the inspectors are in the office.
3. 3- tiered invoice/bill
  - You do not need to upload the bill. Please verify the amount when paying online. If paying by cash at City Hall, you will be required to bring the 3-tiered invoice. **More payment instructions on the back of this sheet.**

### **Important Notes**

- The only person(s) who can complete the application is the listed manager of record, stockholder(s), owner(s), or officer(s). **If your name is not listed on the application you cannot complete/sign it.** Person(s) must be Board approved.
- **Temporary closures** - If you are temporarily closed due to renovations or other reasons, you still must submit the Completed Renewal Application and payment by April 30, 2023. You may email us the other outstanding documents later.
- **New Ownership** - If there is new ownership, please contact the Licensing Board.

**More instructions on the back of this sheet**



### **Renewal Application Review and License Issuance**

- A member of the Board's staff will review the submission and advise whether it is complete or if there are additional items/information outstanding via email.
  - **If incomplete**, you must **reply to the email** with the outstanding documents. **DO NOT resubmit another Google Form.**
  - **If complete**, you will receive an email with the 2023-2024 license attached. You must print the License and post it conspicuously inside the licensed premise.
- **Check your Spam box for an email from [RenewLodging@boston.gov](mailto:RenewLodging@boston.gov).**

### **Payment Method**

1. **(Strongly Preferred) Online** - You may pay online via credit card, debit card, or check. Please note, card transactions will incur a 2.75% service charge. There is no service charge for check payments online.
  - **Payment Link:** [bit.ly/paylicense](https://bit.ly/paylicense) (case sensitive). **Use the LB-##### number from the renewal application.** You may pay for more than one license at the same time.
  - **Payment navigation:** "Looking to make a quick payment" > "License Payment Search" > Enter the LB-##### from your renewal application > "Add Fee to Cart" > "View My Cart" > "Continue to payment"
  - **Avoid duplicate payments!** If you are paying back to back licenses in separate transactions, please confirm the total amount in your cart.. Some web browsers may remember previous payments and re-add them to your cart. You may select "remove fee" if you already paid it.
2. **By Mail** - You may mail a check payable to the "City of Boston" with the License number on the memo line to Boston City Hall, 1 City Hall Square, Room 809, Boston, MA 02201. **DO NOT MAIL CASH. DO NOT MAIL YOUR RENEWAL APPLICATION (IT WILL BE RETURNED).**
3. **In-Person**
  - **Cash:** If paying cash at City Hall, you will need to bring the enclosed 3-tiered invoice to Window M-8 on the Mezzanine Level. Save the receipt for your records.
  - **Check:** Same as "by mail" but you will drop off the check at Room 809.
  - **Credit/debit card:** You will pay in Room 809. A service charge of 2.75% will be incurred for card transactions.

### **Late Renewal (After April 30, 2023)**

- If you fail to complete your renewal application, submit it online, and pay by Sunday, April 30, 2023, you will have to shut down the lodging house/dormitory at 12:00 a.m. on May 1, 2023, and will not be able to operate until you obtain the approval from the Licensing Board.
- **You will be subject to a \$10/month late fee.**

The Board is committed to working with all of our licensees throughout the annual renewal process. Should you have any questions regarding this Advisory, the Renewal Application, or the supporting materials please do not hesitate to contact the Board at **[RenewLodging@Boston.gov](mailto:RenewLodging@Boston.gov) (email)** or (617) 635-4170 **(phone)**.

The Board appreciates your cooperation throughout this process.