

BUSINESS OWNER'S STEP-BY-STEP GUIDE TO RENEW A BUSINESS LICENSE FOR RENTAL ACTIVITY ONLINE



TIP! Hovering over most fields in FileLocal will show helpful **tooltips**.

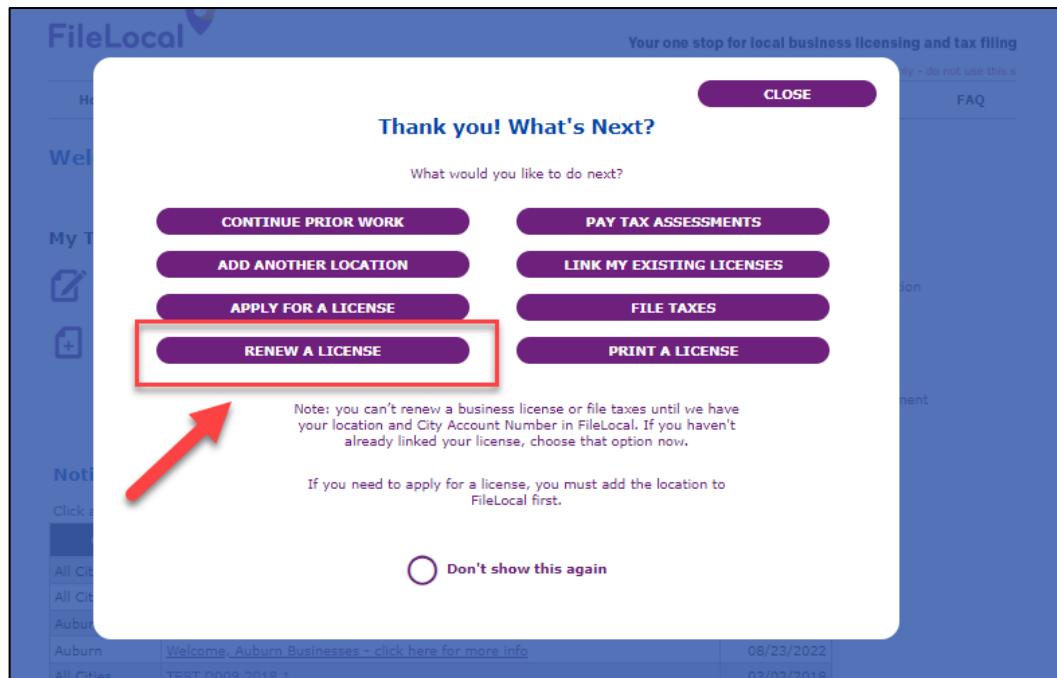
1. Visit FileLocal-wa.gov and log in to your account using your username and password

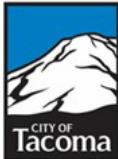


BUSINESS OWNER'S STEP-BY-STEP GUIDE TO RENEW A BUSINESS LICENSE FOR RENTAL ACTIVITY ONLINE



2. A pop-up message will appear saying, "Thank you! What's Next?" Select **Renew a License** to proceed.





BUSINESS OWNER'S STEP-BY-STEP GUIDE TO RENEW A BUSINESS LICENSE FOR RENTAL ACTIVITY ONLINE



3. You will be directed to the **Activity Center**. Click on **Show All Activity** to continue.

FileLocal
Your one stop for local business licensing and tax filing

Activity Center

Type: Renewals and Applications ▼ City: View All ▼

Filing Period: View All ▼ Status: View All ▼

SHOW ALL ACTIVITY **PAY TAX ASSESSMENTS** **VIEW STATEMENT**

Renewals are not available through View Statement.

General Business Applications (GBL) and Renewals

If your license is expired, it is the City's responsibility to add your renewal to the FileLocal Portal. If you need to renew your license and the renewal is not listed here, please contact the City directly.

The following Cities do not renew licenses on the FileLocal Portal: Auburn, Poulsbo

Pay Now	Filing Period	Due Date	File Date	Form	Account Number	Location	Amount	Status	Action
	2025	01/31/2025	01/14/2025	Tacoma GBL Renewal	500210020	Rental Business LLC	\$435.00	Filed	PRINT

PRINT SUMMARY **PRINT ALL**

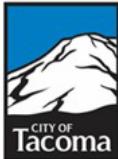
4. Under the **General Business Applications (GBL) and Renewals** section select the continue button under the Action Column.

General Business Applications (GBL) and Renewals

If your license is expired, it is the City's responsibility to add your renewal to the FileLocal Portal. If you need to renew your license and the renewal is not listed here, please contact the City directly.

The following Cities do not renew licenses on the FileLocal Portal: Auburn, Poulsbo

Pay Now	Filing Period	Due Date	File Date	Form	Account Number	Location	Amount	Status	Action
	2025	01/31/2025	01/14/2025	Tacoma GBL Renewal	500210020	Rental Business LLC	\$0.00	In Progress	CONTINUE



BUSINESS OWNER'S STEP-BY-STEP GUIDE TO RENEW A BUSINESS LICENSE FOR RENTAL ACTIVITY ONLINE



5. You will be taken to the **General Business License Renewal – Tacoma** page. Complete the required renewal questions. Specify the projected gross income for the upcoming year.

General Business License Renewal - Tacoma

Filing Period: 12/31/2025
License Year: 2025
File/Payment Date: 1/14/2025

File Date: Only available in Test mode, not in Production.

Gross rental income is total rent income from activity within the City of Tacoma. What do you anticipate your annual gross rental income to be? *

Between \$250,000 and \$1,000,000
 Between \$1,000,001 and \$5,000,000
 Greater than \$5,000,000

6. **Rental Property Data Verification** – This section displays the current information in our system. Please review it carefully to confirm its accuracy.

FileLocal Your one stop for local business licensing and tax filing
* Test site for administrators only - do not use this site to file forms. *

Home My Tax Forms My License Forms Account Center Contact City Support FAQ

General Business License Renewal - Tacoma

Filing Period: 12/31/2025
License Year: 2025
File/Payment Date: 1/14/2025

File Date: Only available in Test mode, not in Production.

Gross rental income is total rent income from activity within the City of Tacoma. What do you anticipate your annual gross rental income to be? *

Between \$250,000 and \$1,000,000
 Between \$1,000,001 and \$5,000,000
 Greater than \$5,000,000

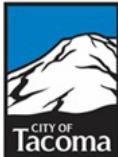
Unified Business Identifier: 602155440010001
Account Number: 500210020
Delinquent Date: 01/31/2025
Obligation Number: 000000080772603
Message:
Amount Due: \$435.00

RENTAL PROPERTY DATA VERIFICATION (Please review for accuracy)

Rental Address:	111 TEST ST	Montly Rent:	\$2,600
Rental Address:	222 TEST ST		
Unit Type:	2 BDRM	Qty:	1
		Rental Range:	\$2001-\$2250
Unit Type:	2 BDRM	Qty:	1
		Rental Range:	\$2501-\$2750

Do you have employees? * Yes No

Is the Rental Property information displayed above correct?



BUSINESS OWNER'S STEP-BY-STEP GUIDE TO RENEW A BUSINESS LICENSE FOR RENTAL ACTIVITY ONLINE



7. Do you have employees? Answer yes or no.

Unit Type: 2 BDRM Qty: 1 Rental Range:

Do you have employees? * Yes No

Is the Rental Property information displayed above correct?

8. Is the Rental Property information displayed above correct? If yes, select the appropriate option, certify compliance, enter the Owner/Owner Representative's name, and click **Next** to proceed.

RENTAL PROPERTY DATA VERIFICATION (Please review for accuracy)

Rental Address:	111 TEST ST	Montly Rent:	\$2,600
Rental Address:	222 TEST ST		
Unit Type:	2 BDRM	Qty:	1
Unit Type:	2 BDRM	Qty:	1

Do you have employees? * Yes No

Is the Rental Property information displayed above correct?

Yes No, I need to make changes

CERTIFICATE OF COMPLIANCE

I certify that I have inspected my rental properties located in the City of Tacoma and that the dwellings on such properties comply with the standards outlined in the State Landlord Act, Title 59; Section 59.18.060 and do not present conditions that endanger or impair the health or safety of my tenants.

For more information or to review the Guide to Residential Rental Inspection, visit cityoftacoma.org/taxandlicense or call Tax & License at 253-591-5252. For information about landlord-tenant rights, visit cityoftacoma.org/rentalhousingcode. *

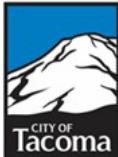
*

Owner/Owner Representative.

Total Due: \$435.00

CANCEL **NEXT**

Website Support  More Information



BUSINESS OWNER'S STEP-BY-STEP GUIDE TO RENEW A BUSINESS LICENSE FOR RENTAL ACTIVITY ONLINE



9. **Is the Rental Property information displayed above correct?** If no, click the link under **Step 1 – Update My Rental Property Records**. This will open a separate webpage where you can enter and submit the updated information. Once you've completed the update, return to this page to certify compliance, enter the name of Owner/Owner Representative, and select **Next** to finish the renewal process.

RENTAL PROPERTY DATA VERIFICATION (Please review for accuracy)

Rental Address:	111 TEST ST	Monthly Rent:	\$2,600
Rental Address:	222 TEST ST		
Unit Type:	2 BDRM	Qty:	1
Unit Type:	2 BDRM	Qty:	1
		Rental Range:	\$2001-\$2250
		Rental Range:	\$2501-\$2750

Do you have employees? * Yes No

Is the Rental Property information displayed above correct?

Yes
 No, I need to make changes

STOP! Before proceeding, please follow these steps:
STEP 1: Update My Rental Property Records
STEP 2: Return to FileLocal to make your payment

Please note: Changes made will not immediately display in FileLocal. Please proceed with making your payment to ensure timely renewal of your license.

CERTIFICATE OF COMPLIANCE

I certify that I have inspected my rental properties located in the City of Tacoma and that the dwellings on such properties comply with the standards outlined in the State Landlord Act, Title 59; Section 59.18.060 and do not present conditions that endanger or impair the health or safety of my tenants.

For more information or to review the Guide to Residential Rental Inspection, visit cityoftacoma.org/taxandlicense or call Tax & License at 253-591-5252. For information about landlord-tenant rights, visit cityoftacoma.org/rentalhousingcode. *

*

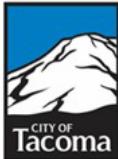
Owner/Owner Representative.

Total Due: \$435.00

CANCEL **NEXT**

Website Support
Phone: 225-215-0052

More Information



BUSINESS OWNER'S STEP-BY-STEP GUIDE TO RENEW A BUSINESS LICENSE FOR RENTAL ACTIVITY ONLINE



10. You will be directed to the **Payment Cart** page. Click on **Ready to Pay** to proceed.

[New Form](#) [Enter Data](#) [Send Form & Payment](#) [Print Form](#)

Payment Cart

What You Are Filing

You are about to file and pay for all the items listed below. Please review the list to make sure this is what you want to pay. You can add, edit, or remove items in the payment cart using the links and buttons below.

Please have your banking or credit/debit card information ready before you click [Ready To Pay].

Form Name	Filing Period	Amount Due	Action
Tacoma	\$4 FileLocal User Fee		
Tacoma GBL Renewal #500210020	Jan 2025	\$435.00	Make Changes Remove Form
FileLocal			
FileLocal User Fee (\$4.00 per City Paid)	non-refundable	\$4.00	
Amount Due		\$439.00	

Use the buttons below to add other items to the payment cart. After you complete each item, we will bring you back to the cart. At any point, you can click the payment cart icon at the top of any screen to come back to this page.

[FILE A TAX FORM](#) [APPLY FOR A LICENSE](#) [CHECK FOR A RENEWAL](#)

For Your Security

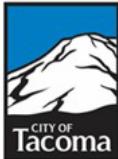
KUBRA is FileLocal's PCI-compliant secure third-party payment vendor. They make sure your financial information is secure. When you click [Ready To Pay], we will send you over to their website to enter your payment information. KUBRA charges a small non-refundable service fee for processing the secure transaction. Their fee varies based on how you pay and the number of Cities you are paying. After you pay, KUBRA will send the money directly to each City you're paying. **City and FileLocal staff cannot ever see or access your payment information.**

When You're Finished

When you have made your payment, FileLocal will send each form to the right City. You can get a receipt from KUBRA's confirmation page (print and/or email). Then you can return to the FileLocal Portal to print forms for your records, if needed.

[BACK](#) [PAY LATER](#) READY TO PAY

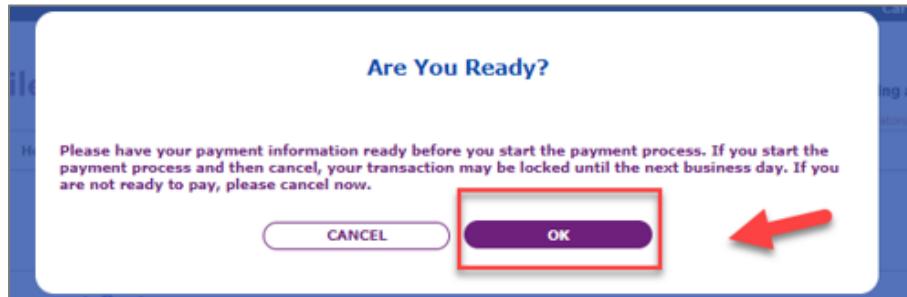
[Website Support](#) [More Information](#)



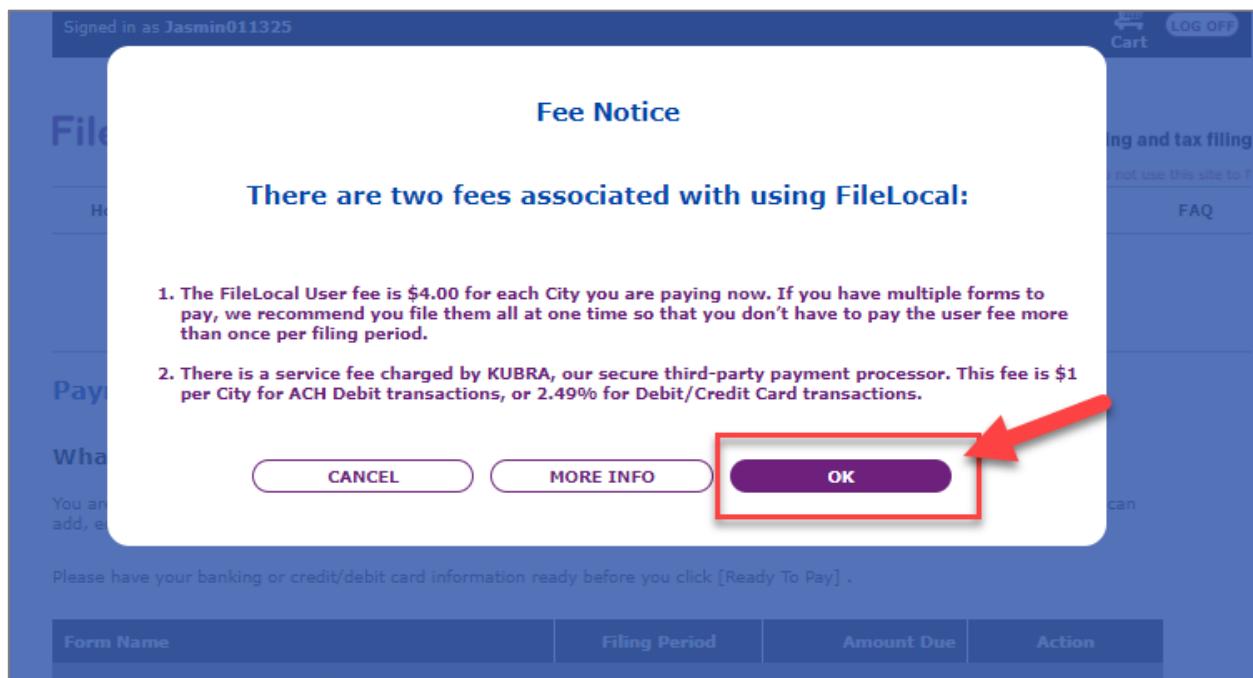
BUSINESS OWNER'S STEP-BY-STEP GUIDE TO RENEW A BUSINESS LICENSE FOR RENTAL ACTIVITY ONLINE



11. A pop-up will appear asking, "Are You Ready?" Have your payment information ready and click **OK** to continue.



12. A pop-up will appear advising of fees associate with using FileLocal. Click **OK** to continue.





BUSINESS OWNER'S STEP-BY-STEP GUIDE TO RENEW A BUSINESS LICENSE FOR RENTAL ACTIVITY ONLINE



13. You will be directed to the **Payment Page**. Choose **Bank Account** for an ACH payment or **Credit Card** for that payment type.

Enter Payment Details

What You Are Paying

You are about to pay for all the items listed below. If you need to remove an item from the list, please click [Cancel] to return to FileLocal, remove the item(s), and click [Ready to Pay] again.

The total payment will appear as multiple transactions on your bank or credit card statement. The Amount Due for each form will be deposited to the appropriate City, and the non-refundable User Fee(s) will be deposited to FileLocal. A non-refundable KUBRA service fee for processing the transaction will be added as shown below and will be retained by the payment processor, KUBRA. Select [Bank Account] or [Debit/Credit Card], and complete the required fields. Then click [Continue] to move to the next step in the payment process. You will be allowed to confirm all details prior to completing the payment process.

Form Name	Filing Period	Amount Due
Tacoma FileLocal User Fee (\$4.00 per City Paid)		
Tacoma GBL Renewal #500210020	Jan 2025	\$435.00
FileLocal		
FileLocal User Fee (\$4.00 per City Paid)	non-refundable	\$4.00
Amount Due		\$439.00

How Are You Paying

Bank Account Credit Card

I agree to pay the KUBRA service fee to process the payment(s). *

KUBRA Service Fee: non-refundable



BUSINESS OWNER'S STEP-BY-STEP GUIDE TO RENEW A BUSINESS LICENSE FOR RENTAL ACTIVITY ONLINE



14. After entering the payment details, click "**Continue**." Then, select the "**Authorize**" option, enter your email address for the receipt, and click "**Pay Now**" to complete the transaction.

FileLocal Your one stop for local business licensing and tax filing

1 SELECTION Select Forms 2 PREPARE Enter Data 3 FILE & PAY Send Form & Payment 4 CONFIRM Print Form

You have been directed to a separate website for KUBRA, FileLocal's secure third-party payment processor. Please enter your payment details and process your payment. Your information and transaction are secured by the KUBRA system. FileLocal does not store or have access to your financial information. When you have completed the payment process, you will be directed back to the FileLocal website.

Review Payment Details

What You Are Paying

You are about to pay for all the items listed below. If you need to remove an item from the list, please click [Cancel] to return to FileLocal, remove the item(s), and click [Ready to Pay] again.

The total payment will appear as multiple transactions on your bank or credit card statement. The Amount Due for each form will be deposited to the appropriate City, and the non-refundable User Fee(s) will be deposited to FileLocal. A non-refundable KUBRA service fee for processing the transaction will be added as shown below and will be retained by the payment processor, KUBRA. Select [Bank Account] or [Debit/Credit Card], and complete the required fields. Then click [Continue] to move to the next step in the payment process. You will be allowed to confirm all details prior to completing the payment process.

Form Name	Filing Period	Amount Due
Tacoma FileLocal User Fee (\$4.00 per City Paid)		
Tacoma GBL Renewal #500210020	Jan 2025	\$435.00
FileLocal FileLocal User Fee (\$4.00 per City Paid)	non-refundable	\$4.00
Amount Due		\$439.00

Payment Details

KUBRA Service Fee:	\$10.83
Payment Amount:	\$449.83
Credit Card Number:	Discover ****-*****0000
Credit Card Holder Name:	Mary L Smith
Expiration Date:	09/33
Card Holder Zip Code:	98402

Review the payment information. If all your payment details are correct, click [Pay Now] to complete the payment process. When the payment is successfully completed, each form listed will be automatically submitted to the appropriate City. A printable receipt will be displayed on the confirmation screen.

Email Receipt

If you would like email receipt for this transaction, select the authorization option below and enter your email address before you click [Pay Now].

I authorize Kubra to send, and I agree to receive, an electronic record of this transaction via email. I understand and accept that use of electronic delivery entails risk of unintended disclosure of taxpayer or personal financial information to third parties.

Enter Email Address:

Re-enter Email Address:

Cancel **Back** **Pay Now**

By clicking [Pay Now], you agree to pay FileLocal the non-refundable user fee of \$4 per city being paid, and you agree to pay the non-refundable KUBRA service fee to KUBRA as the provider of this payment service.

Website Support
Phone: (225) 215-0052
Toll Free: 1-877-693-4435
Phone hours: M-F 7:00 AM to 5:00 PM
Pacific Time
Email: FileLocal@e-govsystems.com

FileLocal

More Information
Contact tax authority
Privacy Statement
General Terms & Rules for Use

Powered by KUBRA



BUSINESS OWNER'S STEP-BY-STEP GUIDE TO RENEW A BUSINESS LICENSE FOR RENTAL ACTIVITY ONLINE



15. Confirmation & Receipt Page: This page confirms that your payment has been processed successfully and your renewal is complete.

1 SELECTION Select Forms	2 PREPARE Enter Data	3 FILE & PAY Send Form & Payment	4 CONFIRM Print Form																																								
<p>You have been directed to a separate website for KUBRA, FileLocal's secure third-party payment processor. Your payment details and transaction are secured by their systems. FileLocal does not store or have access to your financial information. When you have completed the payment process, you will be directed back to the FileLocal website.</p>																																											
<h3>Confirmation & Receipt</h3>																																											
<p>What You Paid</p> <p>Success! You have paid for all the items listed below. Your forms have been filed with the corresponding City/Cities shown.</p> <p>Thank you for using FileLocal! The total payment will appear as multiple transactions paid to the appropriate Cities and FileLocal on your bank or credit card statement. The Amount Due for each form will be deposited to the appropriate City, and the non-refundable User Fee(s) will be deposited to FileLocal. The non-refundable KUBRA service fee for processing the transaction has been added as shown below and will be retained by the payment processor, KUBRA.</p> <p>An email confirmation will be sent to you by FileLocal. You may print this screen as your receipt, if desired. When finished, click [Return to FileLocal]. You will be able to view and print each form from the FileLocal website, if needed.</p> <table border="1"><thead><tr><th>Form Name</th><th>Filing Period</th><th>Amount Due</th><th>Payment Conf. #</th></tr></thead><tbody><tr><td>Tacoma FileLocal User Fee (\$4.00 per City Paid)</td><td></td><td></td><td></td></tr><tr><td>Tacoma GBL Renewal #500210020</td><td>Jan 2025</td><td>\$435.00</td><td>tst079</td></tr><tr><td>KUBRA-Tacoma Service Fee</td><td>non-refundable</td><td>\$10.83</td><td>tst081</td></tr><tr><td>FileLocal</td><td></td><td></td><td></td></tr><tr><td>FileLocal User Fee (\$4.00 per City Paid)</td><td>non-refundable</td><td>\$4.00</td><td>tst078</td></tr><tr><td>Amount Due</td><td></td><td>\$449.83</td><td></td></tr></tbody></table> <p>Note: The Payment Confirmation Number indicates that your payment was successfully authorized. Note that you may have more than one Payment Confirmation Number per City if that City separates funds into different receiving accounts.</p> <p>How You Paid</p> <table border="1"><tbody><tr><td>KUBRA Service Fee:</td><td>\$10.83 non-refundable</td></tr><tr><td>Payment Amount:</td><td>\$449.83</td></tr><tr><td>Card Number:</td><td>Discover ****-****-****-0000</td></tr><tr><td>Cardholder Name:</td><td>Mary L Smith</td></tr><tr><td>Expiration Date:</td><td>0933</td></tr><tr><td>Billing Zip Code:</td><td>98402</td></tr></tbody></table> <p>You may print this page for your records. An email confirmation will be sent from FileLocal. Click [Return to FileLocal] when finished.</p> <p>Print Return to FileLocal</p> <p>Payment Confirmation - renewal is complete</p>				Form Name	Filing Period	Amount Due	Payment Conf. #	Tacoma FileLocal User Fee (\$4.00 per City Paid)				Tacoma GBL Renewal #500210020	Jan 2025	\$435.00	tst079	KUBRA-Tacoma Service Fee	non-refundable	\$10.83	tst081	FileLocal				FileLocal User Fee (\$4.00 per City Paid)	non-refundable	\$4.00	tst078	Amount Due		\$449.83		KUBRA Service Fee:	\$10.83 non-refundable	Payment Amount:	\$449.83	Card Number:	Discover ****-****-****-0000	Cardholder Name:	Mary L Smith	Expiration Date:	0933	Billing Zip Code:	98402
Form Name	Filing Period	Amount Due	Payment Conf. #																																								
Tacoma FileLocal User Fee (\$4.00 per City Paid)																																											
Tacoma GBL Renewal #500210020	Jan 2025	\$435.00	tst079																																								
KUBRA-Tacoma Service Fee	non-refundable	\$10.83	tst081																																								
FileLocal																																											
FileLocal User Fee (\$4.00 per City Paid)	non-refundable	\$4.00	tst078																																								
Amount Due		\$449.83																																									
KUBRA Service Fee:	\$10.83 non-refundable																																										
Payment Amount:	\$449.83																																										
Card Number:	Discover ****-****-****-0000																																										
Cardholder Name:	Mary L Smith																																										
Expiration Date:	0933																																										
Billing Zip Code:	98402																																										