



State of Rhode Island
Department of Business Regulation
Division of Commercial Licensing
Real Estate Section
1511 Pontiac Ave, Bldg. 69-1
Cranston, RI 02920

HOW-TO: Look up a Short-Term Rental in the Public Portal

1. Navigate to the Short-Term Rental Web Page: [Short-Term Rentals | Dept. of Business Regulation \(ri.gov\)](#)
2. Scroll down the page until you see the “Look Up a Registered Short-Term Rental” rectangle:



3. Click anywhere in the rectangle to open:



4. Once the rectangle is open, click the light blue button labeled “Click Here to Search the Registered Short-Term Rental Database”



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5. The database search will populate in a separate page:

Click To Return To Home Page

Property Street Address:	<input type="text"/>
RI City/Town:	--select one--
Zip Code:	<input type="text"/>
Registration Number:	<input type="text"/>
Registration Status:	--select one--

** Indicates Required Field

Search

6. Fill in any search parameter you'd wish to search by and click the blue SEARCH button in the bottom-left (**NOTE: ONLY ONE SEARCH FIELD IS NECESSARY – YOU DON'T HAVE TO FILL IN MULTIPLE FIELDS**):

Click To Return To Home Page

Property Street Address:	<input type="text" value="1511 Pontiac Ave"/>
RI City/Town:	--select one--
Zip Code:	<input type="text"/>
Registration Number:	<input type="text"/>
Registration Status:	--select one--

** Indicates Required Field

Search



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7. The results will show up underneath the SEARCH button:

Short-Term Rental Online Lookup

Property Street Address:

RI City/Town:

Zip Code:

Registration Number:

Registration Status:

** Indicates Required Field

Registration Number	Registration Description	Registration Status	Address	City	Zip Code
RE.00001-STR	Short-Term Rentals	ACTIVE	1511 Pontiac Avenue	Cranston	02920
RE.00002-STR	Short-Term Rentals	ACTIVE	1511 Pontiac Avenue	Cranston	02920

8. You can export the results of your search to Excel – should you require it – by clicking on the EXPORT TO EXCEL button:

Registration Number	Registration Description	Registration Status	Address	City	Zip Code
RE.00001-STR	Short-Term Rentals	ACTIVE	1511 Pontiac Avenue	Cranston	02920
RE.00002-STR	Short-Term Rentals	ACTIVE	1511 Pontiac Avenue	Cranston	02920

Follow the prompts from your browser on how to find and open the file after the download finishes.