

How to Apply for a Rental Registration Number (NRA) – Step-by-Step Guide

Welcome!

This guide explains how to request your Rental Registration Number (Número de Registro de Alquiler, NRA) online. This number is required to list your property on short-term rental platforms (e.g., Airbnb, Booking.com).

☒ Step 1: Access the Electronic Portal

1. Go to the Colegio de Registradores (Registrars' Association) website: <https://sede.registradores.org>.
2. Click "Acceso usuario" (User Login).

Login Methods

- Electronic Certificate (recommended).
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Cl@ve PIN (for Spanish government access).

- Subscribed User Account (if already registered).

New user? Click "Regístrate aquí" to sign up.

☒ Step 2: Complete the NRA Application Form

Where to Find the Form

- From the NRA service homepage, click "Solicitud de Número de Registro de Alquiler" (link to the form).
- OR:
 - Select "Nueva presentación telemática" (New Online Submission).
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Choose "Asignación de Número de Registro de Alquiler" (Assign NRA for Short-Term Rentals).

Form Sections

1.

Registry Details: Select the **Property Registry** where your property is listed.

2.

Applicant Information: Fill in your details (or those of the person you represent).

3.

Property Details:

- Enter the **CRU** (property registry ID).
- Provide the **full address** (auto-complete will help).
- Add the **cadastral reference number**.

4.

Rental Unit Information:

- Specify the **type of unit** (entire home, room, etc.).
- Indicate **maximum number of tenants**.
- For rooms: Include **total rooms in the property** and **room description**.

5.

Supporting Documents:

- Upload proof of **administrative authorization/license** (if required for tourist rentals).
- Attach a **declaration of responsibility** (if applicable).

☒ Step 3: Submit the Application

1.

Attach Documents:

- Completed application form.
- Proof of ownership (deed or lease authorization).
- Tourism license (if applicable).

2.

Sign Digitally:

- Use **AutoFirma** (Spain's e-signature tool) to sign documents.

3.

Review & Send:

- Confirm all details are correct.
- Accept the terms and conditions.
- Click "Enviar" (Submit).

☒ Step 4: Confirmation & Provisional NRA

- You'll receive an **email confirmation** with:
 - A **temporary NRA**.
 - A link to download the **receipt** (includes registry entry number).

- The final NRA will be issued after processing (typically a few days).

☒ Key Notes

- **Deadline:** You have **60 days** to download the submission receipt.
- **Tracking:** Check status under "**Mis Presentaciones**" (**My Submissions**).
- **No Tourism License?** Some regions allow a "**declaration of responsibility**" instead.

Need Help?

- Visit www.registradores.org.

- Contact a **gestoría** (administrative service) for assistance.