How to navigate administrative requirements for Airbnb and Booking rentals?



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Introduction

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This guide outlines the mandatory steps for administrative registration for short-term property rentals.

These steps are essential to ensure that your business complies with legal and regulatory requirements. This guide provides the main steps for property owners who will receive income from short-term rentals.

We are always at your disposal to assist in this process. Keep in mind that each case is unique, and consulting with an accountant or a lawyer may be beneficial. Before starting the administrative registration process, we recommend reviewing the following articles and materials:



Article on NAP >
Article on Tourism Department Tax >
Obligations Article (1) >
Tax Obligations Article (2) >
Article on ESTI >

Step 1:
Obtain a Qualified Electronic Signature (QES)

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To make the process easier and save time visiting institutions, we recommend starting by obtaining an electronic signature (QES).

The easiest way is through Borica's website:

https://www.borica.bg/products-and-services/b-trust

Required documents: ID card

Processing time: immediate

Cost: https://www.b-trust.bg/electronic-signatures/pricing



Step 2:
Register the Property with the Tourism Department

Property registration is a mandatory requirement under the Tourism Act. Registration takes place at the regional Tourism Department office for the property's municipality. Properties with "atelier" status can also be registered in some municipalities.

The registration must be done in person.
Address for the Sofia Tourism Office: 44 Oborishte Str., 1505 Oborishte, Sofia.

Required documents:

- [ ] Application-declaration under Article 129a of the Tourism Act
- [ ] Copy of property ownership document
- [ ] Explicit authorization if submitted by an authorized agent
- [ ] Receipt for paid municipal fee.

Processing time: According to the official information it takes up to 7 days for the temporary number and 7 more days after that for the permanent number. Based on our experience, the process may take up to 2 months, but the property can operate with the temporary number.

Fee: 10,50€ per bed, due once upon registration.



Step 3:
VAT Registration

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The next step is VAT registration, mandatory when renting through Airbnb and/or Booking.com.

This can be done in two ways:

- Online: https://www.bulstat.bg/bg/view/elektronni-uslugi
- In person: at the local office of the National Revenue Agency (NRA).

Required documents:

- [ ] ID card
- [ ] Application form - can be submitted in person or online. On the Electronic Services page, choose ->Submission of documents for registration, change of circumstances, and deregistration of entities under Article 3, paragraph 1, item 9 of the Register Law
- [ ] Declaration of the truthfulness of the circumstances indicated in the application. On the Documents page, select-> Declaration under Article 9, paragraph 4 of the Register Law.

Deadline: 7 days



Step 4:
Register for Patent Tax Payment

The next step in the process is to register for a patent with the local municipality where you reside.

This must be done in person at the district municipality where the property is located.

Required documents:

- ☐ Copy of property registration with the Tourism Department
- ☐ Declaration under Article 4, paragraph 2 of the Tourism Act RB-2 Application.

Processing time: Immediate

Annual patent tax: Depends on the municipality and category. For 2026, the rate in Sofia is 127€ per room. You can ask the staff on-site for the current tax rate (it is recorded under the account of the liable party).



Step 5:

Registration in ESTI

(Unified System for Tourist Information)

The final step in the administrative process is registration in the Unified System for Tourist Information (ESTI).

This can be done in two ways:

- Online: https://esti.tourism.government.bg/Login/Index?ReturnUrl=%2F
- In person: At 44 Oborishte Str., 1505 Oborishte, Sofia

Required Documents:

- ☐ A copy of the notarial deed
- ☐ A copy of the apartment's registration as an accommodation facility.

Processing Time:

- Online with a qualified electronic signature (QEP) – Immediate
- In person at the Tourism Department – 7 days

Fees: The tax rate is determined by municipal council regulation and ranges from 0,51€ to 1,58€ per night, depending on the municipality and the category or registration status of the accommodation under the Tourism Act.



Ready!

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Now you're prepared for the next steps in renting out your property. The first steps include preparing the property, creating profiles on the platforms, and writing a detailed and attractive listing. You should consider our other guides to get fully prepared for renting and secure a growing, long-term income from your property.

You may find detailed information about the next steps at the links below:



Property Preparation



Administrative Tasks



Profile Creation



Creating a listing