



City of Austin

Short-Term Rental Licensing Program

ORDINANCE #20130926-144

approved on September 26, 2013 amended City Code Chapters 25-2 and 25-12 which provide for the regulation, monitoring and licensing of short-term rentals (STRs).

SHORT-TERM/ VACATION RENTALS

are the rental of a residential dwelling unit or accessory building on a temporary basis for periods of **less than 30 consecutive days**.

The Austin City Council passed an ordinance effective October 1, 2012, requiring registration of short-term rental properties.



For Austin residents and visitors seeking a place to stay for a short period of time, renting a house has become an increasingly popular option.

These “**short-term rentals**”, sometimes called vacation rentals or STRs, offer flexibility, a more authentic Austin experience for visitors, and can provide a source of income for the property owner.

The City of Austin requires owners wishing to lease their property as a vacation rental to license it with the **Short-Term Rental Licensing Program**.

As of **January 1, 2014**, multifamily properties (including apartments and condos) will also require a short-term rental license.

LICENSING PROCESS

- **COMPLETE** a City of Austin Short-Term Rental Application Form
(available online or at designated city offices)

- **SUBMIT** the following to the City of Austin, Code Compliance Department:

☐ **Short-term Rental Application**

☐ **\$285 Fee**

- \$235 Annual Licensing Fee
- \$50 Notification Fee

☐ **Proof of Property Insurance**

- summary or declarations page from current insurance policy

☐ **Proof of Payment of Hotel Occupancy Taxes** (if applicable)

☐ **Certificate of Occupancy OR Certified Inspection**

- **ALLOW** 3-5 business days for processing and approval.

- **POST** the operating license and short-term rental information packet (which will be mailed) in a visible, common area, inside the rental property.



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Short-Term Rental (STR) FAQ's

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HOW LONG IS THE SHORT-TERM RENTAL OPERATING LICENSE VALID FOR?

The Short-Term Rental Operating License is valid for 12-months from the time of approval and may be renewed on an annual basis.

IS MY SHORT-TERM RENTAL LICENSE TRANSFERABLE?

The Short-Term Rental Operating License is non-transferable per Ordinance #20120802-122, "a license may not be transferred and does not convey with the sale or transfer of the property".

HOW MUCH IS THE SHORT-TERM RENTAL LICENSING AND NOTIFICATION FEE?

The Short-Term Rental licensing fee is \$235.00. There is also a notification cost of \$50.00 from the Planning & Development Review Department to notify adjacent neighbors as outlined in the amended ordinance. A total of \$285.00 is due at the time your application is submitted.

ARE THERE PAYMENT OPTIONS FOR THE LICENSING AND NOTIFICATION FEE?

The \$235.00 licensing fee and \$50.00 notification fee must both be paid in full via cash, check, or money-order, payable to: the City of Austin, Code Compliance Department. At this time the program does not accept credit cards or online payments and exact change is required for cash payments.

WHERE DO I GET A CERTIFICATE OF OCCUPANCY AND IS THERE A FEE?

A Certificate of Occupancy, or "CO", can be obtained at no cost from the City of Austin, Building Inspections Division located at: One Texas Center, 505 Barton Springs Road, 3rd Floor or by calling 512-978-4000, press 2, then press 3.

IF I DO NOT GET A "CO", WHERE DO I GO FOR AN INSPECTION INSTEAD?

An inspection can be provided by a professional inspector certified by the Texas Real Estate Commission or a Residential Combination Inspector certified by the International Code Council. This is the only license or certification currently accepted for the inspection and issuance of the Operation License.

WHERE DO I TURN IN MY APPLICATION & DOCUMENTS?

To submit your application, please make an appointment by calling 3-1-1 or visit us Monday through Friday between 9 a.m. and 3 p.m. The City of Austin, Code Compliance Department is located at: 1520 Rutherford Lane, Building One. At this time we are not accepting applications via mail or electronically.

DOES PROOF OF HOTEL OCCUPANCY TAX APPLY TO EVERYONE?

Every person owning, operating, managing, controlling, or collecting payment for occupancy in any hotel (or short-term rental) shall collect the Hotel Occupancy Tax from their guests for the City.

WHERE DO I PAY MY HOTEL OCCUPANCY TAX?

You may call the City of Austin, Financial Services: Controller's Office at 512-974-2590, then press 1, or email: hotels@austintexas.gov.

WHAT IF I DON'T GET A LICENSE FOR MY SHORT-TERM RENTAL?

Failure to register is equivalent to operating without a license and may result in enforcement action, including citations.



Short-Term Rental Licenses are monitored and issued by the City of Austin Code Compliance Department

City of Austin

Short-Term Rental Resources



CITY OF AUSTIN, FINANCIAL SERVICES: CONTROLLER'S OFFICE

Hotel Occupancy Tax Information, Forms & Instructions

- **Email:** hotels@austintexas.gov
- **Address:** 124 W. 8th Street, Suite 140
- **Phone:** 512-974-2590, press 1
- **Website:** www.austintexas.gov/department/hotel-occupancy-taxes

CITY OF AUSTIN, PLANNING & DEVELOPMENT REVIEW DEPARTMENT (PDRD) BUILDING INSPECTION DIVISION (BID)

Certificates of Occupancy

- **Address:** One Texas Center, 505 Barton Springs Road, 3rd Floor
- **Walk-In Hours:** Monday - Friday; 7:30 a.m. to 3:30 p.m.
- **Phone:** 512-978-4000, press 2, then press 3
- **Website:** www.austintexas.gov/department/building-inspections

CITY OF AUSTIN, CODE COMPLIANCE DEPARTMENT

Short-term Rental Operating License

- **Email:** STRlicensing@austintexas.gov
- **Address:** 1520 Rutherford Lane, Building One
- **Mailing Address:** PO 1088, Austin, TX 78767
- **Walk-In Hours:** Monday - Friday; 9:00 a.m. to 3:00 p.m.
- **Phone:** 3-1-1
- **Website:** www.austintexas.gov/STR

TEXAS REAL ESTATE COMMISSION (TREC)

Professional Inspector *

- **Website:** www.trec.state.tx.us/inspector (on the left side of the webpage under Inspector Info, click on Find Inspectors by City, then select Austin).

INTERNATIONAL CODE COUNCIL (ICC)

Certified Residential Combination Inspector *

do a web search for **home inspectors** and when contacting a company, verify the inspector holds this certification and the certification is current.

QUESTIONS & ADDITIONAL INFORMATION:

email:

STRlicensing@austintexas.gov

or call: **3-1-1**

* The STR inspection checklist must be completed and a copy of the receipt for the service must be attached to the inspection.

City of Austin Short-Term Rental Licensing Program



REQUIREMENTS



There are **THREE** Types of Short-Term Rentals:

TYPE 1 - owner occupied.

Type 1 Rentals:

- are owner-occupied or associated with an owner-occupied principal residential unit
- include the rental of an entire dwelling unit **or**
- if only part of the unit, include at a minimum a sleeping room (with shared full bathroom), is limited to a single party of individuals, and the owner is generally present during the rental

EFFECTIVE JANUARY 1, 2014

TYPE 2 - not owner occupied.

Type 2 Rentals:

- are single-family or two-family properties
- are not owner-occupied or associated with an owner-occupied principal residential unit
- include the rental of an entire dwelling unit
- not be more than 3% of the single-family or two-family detached residential units within the census tract

TYPE 3 - multifamily.

Type 3 Rentals:

- are part of a multifamily use (apartments, condos, etc.)
- include the rental of an entire dwelling unit
- must provide documentation of total number of buildings on property and units per building
- comply with applicable geographic caps

EFFECTIVE JANUARY 1, 2014



Short-Term Rental Operating
Licenses are monitored and
issued by the
City of Austin

www.austintexas.gov/STR

LOCATION:

City of Austin,
Code Compliance
Department,
1520 Rutherford Lane
Building One
Austin, TX 78754

QUESTIONS:

For questions regarding
this program,
please email:

STRlicensing@austintexas.gov
or call: **3-1-1**

FAQs & RESOURCES:

For more information
please visit:

www.austintexas.gov/STR