



Austin Code Department
SHORT-TERM RENTAL (STR) OPERATING LICENSE
APPLICATION

AUSTIN CITY CODE 11-2 | AUSTIN CITY ORDINANCE NO. 20130926-144

TYPE OF ESTABLISHMENT:
(OWNER-OCCUPIED) SHORT-TERM RENTAL PRIMARY STRUCTURE

LICENSE TYPE REQUESTED:
STR- TYPE 1

(OWNER-OCCUPIED) SHORT-TERM RENTAL ARE

- (1) RENTED FOR PERIODS OF LESS THAN 30 CONSECUTIVEDAYS,
- (2) IS OWNER OCCUPIED OR ASSOCIATED WITH AN OWNER-OCCUPIED PRINCIPAL RESIDENTIAL UNIT
- (3) NOT PART OF A MULTIFAMILYUSE,
- (4) RECORDED WITH THE LOCAL COUNTY APPRAISAL DISTRICT.

I will be renting: The entire house I live in. A Room with use of a bathroom. A separate dwelling from where I live.
 (Circle One)

STR LOCATION INFORMATION

STR NAME: _____ COUNTY: _____

STR ADDRESS: _____ *CITY: _____ STATE: _____ ZIP CODE: _____

DATE OPEN FOR BUSINESS: _____ NUMBER OF SLEEPING ROOMS: _____ AVERAGE CHARGE PER NIGHT: _____

* ALL PROPERTIES MUST BE LOCATED WITHIN THE CITY OF AUSTIN’S FULL PURPOSE OR LIMITED PURPOSE JURISDICTION. A LICENSE IS NOT REQUIRED FOR PROPERTIES IN THE ETJ.

§25-2-796 STR LOCAL CONTACT INFORMATION

NAME OF LOCAL CONTACT: _____ LOCAL CONTACT EMAILADDRESS: _____

LOCAL CONTACT STREET ADDRESS: _____ CITY: _____ STATE: _____ ZIP CODE: _____

STREET ADDRESS AND MAILING ADDRESS ARE THE SAME

LOCAL CONTACT MAILING ADDRESS: _____ CITY: _____ STATE: _____ ZIP CODE: _____

TELEPHONE NUMBER: _____

PROPERTY OWNER INFORMATION

OWNERSHIP INFORMATION IS THE SAME AS THE CONTACT INFORMATION

PROPERTY OWNER NAME: _____ PROPERTY OWNER EMAIL ADDRESS: _____

PROPERTY OWNER STREET ADDRESS: _____ CITY: _____ STATE: _____ ZIP CODE: _____

PROPERTY OWNER MAILING ADDRESS: _____ CITY: _____ STATE: _____ ZIP CODE: _____

TELEPHONE NUMBER: _____

INSURANCE POLICY INFORMATION

INSURANCE COMPANY NAME: _____ TELEPHONE NUMBER: _____ EXTENSION: _____

INSURANCE COMPANY STREET ADDRESS: _____ CITY: _____ STATE: _____ ZIP CODE: _____

POLICY NUMBER: _____

REGISTRATION FORM VERIFICATION

I DECLARE THAT I OCCUPY THIS PROPERTY AS REQUIRED BY §25-2-788 AND THAT THE INFORMATION CONTAINED IN THIS APPLICATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

OWNER'S SIGNATURE: _____ DATE: _____
 PRINT NAME: _____

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Complete the following steps to apply for a Short-Term Rental (STR) Operating License from the City of Austin, as required by §25-2-788. Submitting an application does not guarantee issuance of a license.

- ✓ Print the Application
- ✓ Check the box next to Acknowledgment Statement and sign the application. The application MUST be signed by the owner(s) listed on the Appraisal District's Records and the owner's agent, if applicable.
- ✓ Submit a Check or Money Order payable to the City of Austin for **\$643.00** (this pays for the \$591 Application Fee, the \$50 Notification Fee and the \$2 DSD Technology Fee). Fees are non-refundable.

Submit the Application Packet including all fees and required supporting documentation to:

- BY MAIL To: City of Austin/Austin Code Department, Attn: Finance/STR, P O Box 1088, Austin, TX 78767
- IN PERSON: E-mail strlicensing@austintexas.gov or call 512-974-9144 to schedule an appointment.

You can also apply on-line at <https://financeonline.austintexas.gov/afo/finance>