



Development Services 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 CONSECUTIVE DAYS,
- (2) IS OWNER OCCUPIED OR ASSOCIATED WITH AN OWNER-OCCUPIED PRINCIPAL RESIDENTIAL UNIT
- (3) NOT PART OF A MULTIFAMILY USE,
- (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 EMAIL ADDRESS:

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: _____

OWNER'S SIGNATURE: _____

DATE: _____

PRINT NAME: _____

OWNER'S SIGNATURE: _____

DATE: _____

PRINT NAME: _____

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 **\$863.80** (this pays for the \$817 Application Fee, the \$45 Notification Fee and the \$1.80 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 – DSD Code Compliance, 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>