



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

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

**TYPE OF ESTABLISHMENT:**  
**MULTIFAMILY USE SHORT-TERM RENTAL**

**LICENSE:**  
**STR-TYPE 3**

SHORT-TERM RENTAL MULTIFAMILY USE STRUCTURES ARE (1) RENTED FOR PERIODS OF LESS THAN 30 CONSECUTIVE DAYS, (2) PART OF A MULTIFAMILY USE AND (3) RENTAL OF AN ENTIRE DWELLING UNIT.

**STR INFORMATION**

STR NAME:

COUNTY:

STR ADDRESS:

\*CITY:

STATE:

ZIP CODE:

DATE OPEN FOR BUSINESS:

NUMBER OF SLEEPING ROOMS:

AVERAGE CHARGE PER STRUCTURE:

\* 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 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 THE INFORMATION CONTAINED IN THIS DOCUMENT 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 \$643.00 (to pay 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>