



City of Austin Vacation 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).

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 vacation 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 “**vacation rentals**”, also called short-term 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 everyone who leases their property as a short-term rental to license it with the **Vacation Rental Licensing Program**.

*** Incomplete applications will not be accepted**

LICENSING PROCESS

- **COMPLETE** a City of Austin Vacation Rental Application Form (available online)
- **SUBMIT*** the following to the City of Austin Code Department:
 - Vacation Rental Application**
 - \$443 Fee**
 - \$393 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 3rd Party Inspection**
- **ALLOW** 3-5 business days for processing and approval
- **POST** the operating license and vacation rental information packet (which will be mailed) in a visible, common area, inside the rental property

RENEWAL PROCESS

- \$236 Fee**
- Proof of Property Insurance**
- Proof of Payment of Hotel Occupancy Taxes**

City of Austin Vacation Rental Licensing Program



REQUIREMENTS



There are **THREE** Types of Vacation 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

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/commercial

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

LOCATION

Austin Code Department
1520 Rutherford Lane
Building One
Austin, TX 78754

Walk-ins accepted from
9 a.m. - 2:30 p.m.

QUESTIONS

email:

STRlicensing@austintexas.gov

call:

3-1-1

FAQ & RESOURCES

visit:

austintexas.gov/STR



AUSTINCODE
DEPARTMENT

Vacation Rental Operating Licenses are
monitored and issued by the
City of Austin Code Department