



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

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

TYPE OF ESTABLISHMENT:  
**(NON-OWNER OCCUPIED) SHORT-TERM RENTAL**

LICENSE: **STR- TYPE 2 COMMERCIAL**

(NON-OWNER-OCCUPIED) SHORT-TERM RENTAL STRUCTURES ARE  
(1) RENTED FOR PERIODS OF LESS THAN 30 CONSECUTIVE DAYS,  
(2) NOT PART OF A MULTIFAMILY USE,  
(3) NOT OWNER- OCCUPIED AND NOT ASSOCIATED WITH AN OWNER-OCCUPIED PRINCIPAL RESIDENTIAL UNIT,  
(4) AN ENTIRE DWELLING UNIT, AND (5) CANNOT BE LOCATED WITHIN 1000 FT OF ANOTHER TYPE 2 LICENSED STR.

**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 EMAILADDRESS:

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 OT THE BEST OF MY KNOWLEDGE.

Owners Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Owners Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Submitting an application does not guarantee issuance of a license. Application 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](mailto:strlicensing@austintexas.gov) or call 512-974-9144 to schedule an appointment.
- Please include all required documents with your submission including but not limited to proof of property insurance, the Certificate of Occupancy, copy of owner's state issued identification.

Please visit <https://www.austintexas.gov/department/code-compliance-guide-short-term-rentals> for more information.

If located in Austin Full Purpose, you can apply on-line at <https://financeonline.austintexas.gov/afo/finance>