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 “short-term rentals”, sometimes called vacation 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 owners wishing to lease their property as a vacation rental to license it with the Short-Term Rental Licensing Program.

As of January 1, 2014, multifamily properties (including apartments and condos) will also require a short-term rental license.
City of Austin
Short-Term Rental (STR) FAQ’s

**HOW LONG IS THE SHORT-TERM RENTAL OPERATING LICENSE VALID FOR?**
The Short-Term Rental Operating License is for valid for 12-months from the time of approval and may be renewed on an annual basis.

**IS MY SHORT-TERM RENTAL LICENSE TRANSFERABLE?**
The Short-Term Rental Operating License is non-transferable per Ordinance #20120802-122, “a license may not be transferred and does not covey with the sale or transfer of the property”.

**HOW MUCH IS THE SHORT-TERM RENTAL LICENSING AND NOTIFICATION FEE?**
The Short-Term Rental licensing fee is $235.00. There is also a notification cost of $50.00 from the Planning & Development Review Department to notify adjacent neighbors as outlined in the amended ordinance. A total of $285.00 is due at the time your application is submitted.

**ARE THERE PAYMENT OPTIONS FOR THE LICENSING AND NOTIFICATION FEE?**
The $235.00 licensing fee and $50.00 notification fee must both be paid in full via cash, check, or money-order, payable to: the City of Austin, Code Compliance Department. At this time the program does not accept credit cards or online payments and exact change is required for cash payments.

**WHERE DO I GET A CERTIFICATE OF OCCUPANCY AND IS THERE A FEE?**
A Certificate of Occupancy, or “CO”, can be obtained at no cost from the City of Austin, Building Inspections Division located at: One Texas Center, 505 Barton Springs Road, 3rd Floor or by calling 512-978-4000, press 2, then press 3.

**IF I DO NOT GET A “CO”, WHERE DO I GO FOR AN INSPECTION INSTEAD?**
An inspection can be provided by a professional inspector certified by the Texas Real Estate Commission or a Residential Combination Inspector certified by the International Code Council. This is the only license or certification currently accepted for the inspection and issuance of the Operation License.

**WHERE DO I TURN IN MY APPLICATION & DOCUMENTS?**
To submit your application, please make an appointment by calling 3-1-1 or visit us Monday through Friday between 9 a.m. and 3 p.m. The City of Austin, Code Compliance Department is located at: 1520 Rutherford Lane, Building One. At this time we are not accepting applications via mail or electronically.

**DOES PROOF OF HOTEL OCCUPANCY TAX APPLY TO EVERYONE?**
Every person owning, operating, managing, controlling, or collecting payment for occupancy in any hotel (or short-term rental) shall collect the Hotel Occupancy Tax from their guests for the City.

**WHERE DO I PAY MY HOTEL OCCUPANCY TAX?**
You may call the City of Austin, Financial Services: Controller’s Office at 512-974-2590, then press 1, or email: hotels@austintexas.gov.

**WHAT IF I DON’T GET A LICENSE FOR MY SHORT-TERM RENTAL?**
Failure to register is equivalent to operating without a license and may result in enforcement action, including citations.
City of Austin
Short-Term Rental Resources

CITY OF AUSTIN, FINANCIAL SERVICES: CONTROLLER'S OFFICE
Hotel Occupancy Tax Information, Forms & Instructions
- Email: hotels@austintexas.gov
- Address: 124 W. 8th Street, Suite 140
- Phone: 512-974-2590, press 1
- Website: www.austintexas.gov/department/hotel-occupancy-taxes

CITY OF AUSTIN, PLANNING & DEVELOPMENT REVIEW DEPARTMENT (PDRD)
BUILDING INSPECTION DIVISION (BID)
Certificates of Occupancy
- Address: One Texas Center, 505 Barton Springs Road, 3rd Floor
- Walk-In Hours: Monday - Friday; 7:30 a.m. to 3:30 p.m.
- Phone: 512-978-4000, press 2, then press 3
- Website: www.austintexas.gov/department/building-inspections

CITY OF AUSTIN, CODE COMPLIANCE DEPARTMENT
Short-term Rental Operating License
- Email: STRlicensing@austintexas.gov
- Address: 1520 Rutherford Lane, Building One
- Mailing Address: PO 1088, Austin, TX 78767
- Walk-In Hours: Monday - Friday; 9:00 a.m. to 3:00 p.m.
- Phone: 3-1-1
- Website: www.austintexas.gov/STR

TEXAS REAL ESTATE COMMISSION (TREC)
Professional Inspector *
- Website: www.trec.state.tx.us/inspector (on the left side of the webpage under Inspector Info, click on Find Inspectors by City, then select Austin).

INTERNATIONAL CODE COUNCIL (ICC)
Certified Residential Combination Inspector *
do a web search for home inspectors and when contacting a company, verify the inspector holds this certification and the certification is current.

QUESTIONS & ADDITIONAL INFORMATION:
email: STRlicensing@austintexas.gov or call: 3-1-1

* The STR inspection checklist must be completed and a copy of the receipt for the service must be attached to the inspection.
There are THREE Types of Short-Term 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

**EFFECTIVE JANUARY 1, 2014**

**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

**EFFECTIVE JANUARY 1, 2014**

**TYPE 3** - multifamily.

**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

**EFFECTIVE JANUARY 1, 2014**

**LOCATION:**
City of Austin, Code Compliance Department, 1520 Rutherford Lane Building One Austin, TX 78754

**QUESTIONS:**
For questions regarding this program, please email: STRLicensing@austintexas.gov or call: 3-1-1

**FAQs & RESOURCES:**
For more information please visit: www.austintexas.gov/STR