Visit Austin Finance Online:

https://www.austintexas.gov/financeonline/account_services/hotel/index.cfm

Before the registration process begins:

1) Ensure there is not already an active account for the STR property. If you have previously paid hotel occupancy taxes to the City of Austin, you already have an account. Please use the username reminder and password reset tool if you need assistance accessing your account.

2) Properties located in the City of Austin Full Purpose Jurisdiction are required to have an account through Austin Finance Online. The account holder will be able to pay Hotel Occupancy Tax online and register and/or renew the Short Term Rental Operating License. (Properties in Austin LTD or Austin ETJ are required to have a Short Term Rental Operating License but are not eligible to have an account through Austin Finance Online. These properties are not required to collect and remit City of Austin Hotel Occupancy Tax)

To check the jurisdiction of a property, enter the address through the following City of Austin website:

http://www.austintexas.gov/gis/JurisdictionsWebMap/

Click on ‘I want to’
Scroll down and select ‘Find My Jurisdiction’

Enter the property address. The address will start auto populating as more information is entered

**Address:**
Start typing an address and select it from the drop-down list

- 4201
- 4201 BIRDWATCH LOOP
- 4201 NORTH HILLS DR
- 4201 CHURCHILL DOWNS DR
- 4201 FELTER LN
- 4201 PASEO DR
- 4201 COLUMBINE DR

If the property is located in the City of Austin Full Purpose **and** an account does not already exist, proceed to Austin Finance Online to create a new account. If you cannot locate your address please contact the Tax Line at (512)974-2590 or hotels@austintexas.gov.

On Austin Finance Online, click “Create Account” on the upper right-hand corner of the screen.
Complete the information requested in the “Basic User Account Information”

Once submitted, a Customer ID/account number is created. The account number will be located under the User Name in the information box on the left hand side of the screen.

User Dashboard
A request to confirm the email address will be sent to the email registered on the account. Once the email is received, open and click on the link. If not received, check the spam/junk folder.

Below is a sample of the email sent.

Please confirm your email address with the City of Austin

purchinfo@austintexas.gov

Today, 8:22 AM

You are receiving this email because you have a registered account with the City of Austin Austin Finance Online and have not yet confirmed this email address. Please click here or copy and paste the link provided below into your browser’s address bar to confirm your email address.

https://fsdcfetest.austintx.gov/financeonline/account_services/account/confirm_email.cfm?key=2A65B15CBF228C707039C30D4513E596B34CDBAA1

The confirmation expires after 72 hours. If this confirmation expires, you may request another confirmation be sent to you by logging into Austin Finance Online and clicking on the “Request an Email Confirmation” button on your account homepage.

Thank you,

City of Austin

To set up a Hotel/STR account, select the Hotel/STR Property Registration button.
Select a relationship to the property.

### Relationship Types

<table>
<thead>
<tr>
<th>Management Company or Agent</th>
<th>An organization or individual retained by the owner(s) to manage a property for an agreed upon fee. A management company or agent is designated by the owner(s) to pay the quarterly Hotel Occupancy Tax from quarterly cash receipts collected from renting out an owner's property for less than 30 days and/or to obtain an operating license for the owner(s) property.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Owner</td>
<td>An individual or an entity in possession of the title for the Hotel, Motel, Bed and Breakfast, Rooming House, Boarding House, or Short-Term Rental property. The owner has the ultimate liability for paying quarterly hotel occupancy taxes on his/her/its given property.</td>
</tr>
<tr>
<td>Reseller</td>
<td>An organization or company that buys a set of rooms from a hotel/motel, then turns around and resell the same room(s) at a premium price. The reseller must pay quarterly hotel occupancy tax between the price of the what they charge and what the hotel/motel charged them. Resellers merely pays taxes and do not apply for an operating license.</td>
</tr>
</tbody>
</table>

Select the Property type-NON STR property or STR property:

### NON STR Property Types

<table>
<thead>
<tr>
<th>NON_STR</th>
<th>The use of an owner-occupied single-family residential structure to provide limited meal service and rooms for temporary lodging for overnight guests in return for compensation.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bed and Breakfast</td>
<td>A building, other than a hotel, where lodging and meals are provided for more than six (6) unrelated persons in return for compensation.</td>
</tr>
<tr>
<td>Boarding House Commercial</td>
<td>A building, other than a hotel, where lodging and meals are provided for more than six (6) unrelated persons in return for compensation.</td>
</tr>
<tr>
<td>Boarding House Residential</td>
<td>A building, other than a hotel, where lodging and meals are provided for more than six (6) unrelated persons in return for compensation.</td>
</tr>
<tr>
<td>Hotel</td>
<td>A building or a part of a building, in which there are guest rooms, rooming units or apartments which may be rented on a daily basis and are used primarily for transient occupancy and for which desk service is provided. In addition, one or more of the following services may be provided: maid, telephone, bellboy, or furnishing of linen.</td>
</tr>
<tr>
<td>Motel</td>
<td>A building or a part of a building, in which there are guest rooms, rooming units or apartments which may be rented on a daily basis and are used primarily for transient occupancy and for which desk service is provided. In addition, one or more of the following services may be provided: maid, telephone, bellboy, or furnishing of linen.</td>
</tr>
<tr>
<td>Rooming House Commercial</td>
<td>A building, other than a hotel, where lodging for more than six (6) unrelated persons is provided without meals in return for compensation.</td>
</tr>
<tr>
<td>Rooming House Residential</td>
<td>A building, other than a hotel, where lodging for more than six (6) unrelated persons is provided without meals in return for compensation.</td>
</tr>
<tr>
<td>Short Term Rental Type</td>
<td>Definition</td>
</tr>
<tr>
<td>------------------------</td>
<td>------------</td>
</tr>
<tr>
<td>Short Term Rental Type 1</td>
<td>(Owner-Occupied) Short-term rental primary structures are: (1) rented for periods of less than 30 consecutive days, (2) not part of a multifamily use, (3) an entire dwelling unit, and (4) recorded with Travis County Appraisal District (TCAD) as a homestead.</td>
</tr>
<tr>
<td>Short Term Rental Type 1-A</td>
<td>(Owner-Occupied) Short-term rental partial units: (1) must include the exclusive use of a sleeping room and shared use of a full bathroom, (2) the owner is generally present at the licensed short-term rental property for the duration of any short-term rental of a partial unit, (3) not more than one partial unit at the property is simultaneously rented for any period less than 30 consecutive days, and (4) limited to a single party of individuals, and (5) recorded with Travis County Appraisal District (TCAD) as a homestead.</td>
</tr>
<tr>
<td>Short Term Rental Type 1-Secondary</td>
<td>(Owner-Occupied) Short-term rental secondary structures are: (1) rented for periods of less than 30 consecutive days, (2) not part of a multifamily use, (3) associated with an owner-occupied principal residential unit, (4) an entire dwelling unit, and (5) recorded with Travis County Appraisal District (TCAD) as a homestead.</td>
</tr>
<tr>
<td>Short Term Rental Type 2-Commercial</td>
<td>(Non Owner-Occupied) Short-term rental structures: (1) may not be located on a lot that is within 1000 feet of a lot on which another short-term rental (Type 2) use is located and (2) are a permitted use in the following base districts: (A) Central Business District (CBD); Downtown Mixed Use (DMU); Planned Unit Development (PUD); General-Retail Mixed Use (GR-MU); Commercial Services Mixed Use (CS-MU); Commercial Services Vertical Mixed Use (CS-V); and General Retail Vertical Mixed Use (GR-V).</td>
</tr>
<tr>
<td>Short Term Rental Type 3</td>
<td>Short-term rental multifamily use structures are: (1) rented for periods of less than 30 consecutive days, (2) part of a multifamily residential use, and (3) an entire dwelling unit.</td>
</tr>
</tbody>
</table>
Complete the Property Address form.

- **Relationship to Property**: Select Relationship
- **Property Type**: Select Property Type
- **Establishment Name**: Provide Establishment Name
- **Address**: Provide your street address
- **Address Line 2**
- **City**: Austin
- **County**: Travis
- **State**: TX
- **Zip**: Provide Zip Code
- **Number of Sleeping Rooms**
- **Date Open**
- **State Taxpayer Number**
- **State Location Number**

Once each property is saved, verify the information is correct. To make corrections, select the “Edit Property” button.
Add contact information for each property by clicking on "+Add Contact Information". An owner and a local contact must be entered.

Add Owner Information

Owner information is required.
Local Contact Information is required.

Check multiple boxes only if addresses are the same.
If addresses are not the same for each contact type please click "Save and Add Address" button below.

Check owner information at the Travis County (TCAD) or Williamson County Central Appraisal District (WCAD) website.

Owner information must match what is shown on the Travis Central Appraisal District website.

http://propaccess.traviscad.org/clientdb/?cid=1

If owner information does not match, a closing settlement statement or warranty deed must be provided. (See attachments section)

Select the type of contact. An email and phone number is required for all contacts. If there are multiple unique contacts to enter, click "Save" then click "+ Add Contact Information" to add each unique contact. If the contact is the same for multiple contact types, multiple boxes may be checked and submitted once.

Once you’ve added all the contacts click “Save and Continue” to continue the registration process.
Some license types require additional documentation, you can upload those documents here. To verify required documents needed for a specific property type, email Austin Code at STRLicensing@austintexas.gov.

If required documentation has already been provided to Austin Code Dept, skip the attachments page and proceed to Step Four.

Attachments may be added at anytime by clicking on “+ Add Attachments”
Verify property information.

Once verified, read the disclosure statement and click on "I Agree".

A reminder to submit documentation (attachments) will appear on the screen.

For additional assistance, email hotels@austintexas.gov or call 512-974-2590 (tax line)