



# SAMPLE APPLICATION

Administration & Regulatory Affairs Department  
Regulatory Permitting & Business Licensing Division  
1002 Washington Avenue  
Houston, Texas 77002  
Phone: (832) 394-8803



## SHORT-TERM RENTAL REGISTRATION GUIDE AND CHECKLIST

**ON AUGUST 1, 2025, The City of Houston will begin accepting Short-Term Rental Applications.**

1. All Short-Term Rental Applications will be submitted and processed through the City of Houston Short-Term Rental registration portal at <https://www.houstontx.gov/ara/str.html>. (will go live August 1, 2025)
2. A completed Short-Term Rental Registration Application (*attached*) must be submitted through the registration portal. Incomplete applications will be rejected. **Important: 24-hour emergency contact information must be included, or registration will be denied.**
3. **City of Houston Ordinance requires that an approved Certificate of Registration and emergency contact person and phone number** be displayed at any facility operating as a short-term rental within the Houston city limits at a conspicuous location inside the front entrance to the short-term rental property.
4. Gather the following items you will need to complete your Short-Term Rental Registration Application:
  - a. **Contact information** for the owner, operator, or agent, who must be available by phone 24/7 to respond within one hour after being notified of an emergency condition or situation at the property. (Page 3)
  - b. **Proof of ownership of the property** or a sworn or unsworn declaration from the property owner granting permission for the operation of a short-term rental. (Page 4)
  - c. Completed **Property Owner Acknowledgement** declaring that the use of the property as a short-term rental does not violate any covenants, homeowner association rules, bylaws, deed restrictions, condominium agreement terms, rental agreement terms, or other restrictions, including but not limited to minimum occupancy duration requirements applicable to the property proposed to be used as a short-term rental. (Page 5)
  - d. For tenants subletting apartment units, **written consent from the apartment owner/operator** granting permission for the operation of a short-term rental.
  - e. **Proof of registration with Houston First Corporation for payment of hotel occupancy taxes** for the operation of the short-term rental. Register here: [Registration Form | Houston First Corporation](#).
  - f. **If applicable, proof of remittance of hotel occupancy taxes** for the operation of the short-term rental. Tax report and instructions here: [coh - hot report form.pdf](#). (Page 6)
  - g. **Non-refundable application fee of \$275.00 plus the current year administrative fee** for each application. (Fee subject to change)

### IMPORTANT INFORMATION:

Any change in the information on the application shall require a supplement to the original application and must be reported by the owner to the director within 15 business days after the change. Failure to supplement the registration application invalidates the original certificate of registration application. Each certificate of registration shall be valid for one year from the date of issuance unless revoked or otherwise invalidated under this article.



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**SHORT-TERM RENTAL REGISTRATION APPLICATION**

ADDRESS OR LEGAL DESCRIPTION OF SHORT-TERM RENTAL **(REQUIRED)**

SHORT-TERM RENTAL OWNER INFORMATION **(REQUIRED)**:

If owner is a business entity, please provide entity name: \_\_\_\_\_

**Owner or Managing Member 1:** Percentage of Ownership: \_\_\_\_\_

Name: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Street address: \_\_\_\_\_

Mailing address (if different): \_\_\_\_\_

Phone Number: \_\_\_\_\_

**Owner or Managing Member 2:** Percentage of Ownership: \_\_\_\_\_

Name: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Street address: \_\_\_\_\_

Mailing address (if different): \_\_\_\_\_

Phone Number: \_\_\_\_\_

**Operator 1:**

Name: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Street address: \_\_\_\_\_

Mailing address (if different): \_\_\_\_\_

Phone Number: \_\_\_\_\_

**Operator 2:**

Name: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Street address: \_\_\_\_\_

Mailing address (if different): \_\_\_\_\_ Phone Number: \_\_\_\_\_

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## SHORT-TERM RENTAL 24-HOUR EMERGENCY CONTACT INFORMATION **(REQUIRED)**:

The emergency contact person must be available by phone at all times to respond to emergency conditions while any occupants are on the premises of a short-term rental. **If called, the emergency contact person shall respond to the emergency condition within one hour after being notified by the emergency response personnel or the director.** The emergency contact person must be authorized to make decisions regarding the premises, its occupants, and shall take reasonable actions to resolve the emergency conditions as required by section 28-741 (b)(5).

### Emergency Contact 1:

Name: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

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### Emergency Contact 2:

Name: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

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### BOOKING PLATFORM TRANSACTION INFORMATION:

\_\_\_\_\_  
**Name Website**

\_\_\_\_\_  
**Name Website**

\_\_\_\_\_  
**Name Website**

\_\_\_\_\_  
**Name Website**

\_\_\_\_\_  
**Name Website**

\_\_\_\_\_  
**Name Website**

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# SAMPLE APPLICATION

## PROPERTY OWNER AUTHORIZATION LETTER

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

Physical Address (of the short-term rental): \_\_\_\_\_

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My name is, \_\_\_\_\_ . I am providing this authorization in compliance with Section 28-731(b)(3), Article XXIII, Chapter 28 of the Code of Ordinances, Houston, Texas (the "Code"), which states the landowner or authorized agent of the landowner must provide written permission allowing the operation of a short-term rental on the real property.

I am the landowner or authorized agent of the landowner of the real property described by the physical address stated above (the "Real Property"). I, as the landowner or authorized agent of the landowner of the Real Property, hereby authorize and provide written permission for \_\_\_\_\_ to operate a short-term rental on the real property.

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Select one:

- I am the landowner
- I am the property manager
- I am the authorized agent of the landowner (describe): \_\_\_\_\_

My complete address, including city, state and zip code is: \_\_\_\_\_

My phone number is: \_\_\_\_\_

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### **Declaration:**

My name is \_\_\_\_\_ (first, middle and last name), my date of birth is \_\_\_\_\_, my address is \_\_\_\_\_ (street, city, state and zip code), and my country is \_\_\_\_\_.

I have personal knowledge of the statements made in the property owner authorization. None of the statements are misleading or false. I acknowledge that issuance of the license, permit or certificate does not excuse or approve any violation of deed restrictions or city, state, or federal laws or regulations. To the extent that this declaration is made on behalf of a corporation or any other legal entity or persons, I certify that I have fully advised them of the contents of the application and this declaration and that I am authorized to execute this declaration.

I declare under penalty of perjury that the foregoing is true and correct.

Executed in \_\_\_\_\_ County, State of \_\_\_\_\_, on the \_\_\_\_\_ day of \_\_\_\_\_ (month) \_\_\_\_\_ (year).

\_\_\_\_\_  
Property Owner Signature

# SAMPLE APPLICATION

## PROPERTY OWNER ACKNOWLEDGEMENT

I, we, \_\_\_\_\_, (**Property owner(s) name**), in accordance with Section 28-731(b)(7), Article XXIII, Chapter 28 of the Code of Ordinances, Houston, Texas (the “Code”), acknowledge that the use of the property, at \_\_\_\_\_, as a short-term rental does not violate any covenants, homeowner association rules, bylaws, deed restrictions, condominium agreement terms, rental agreement terms, or other restrictions, including but not limited to minimum occupancy duration requirements, applicable to the property proposed to be used as a short-term rental. I, we, further understand, the owner(s) of the short-term rental shall comply with the requirements of this article and understand that I, we, are responsible and liable for any violations on the property.

**Declaration of Property Owner:**

My name is \_\_\_\_\_ (first, middle and last name),  
my date of birth is \_\_\_\_\_, my address is \_\_\_\_\_  
\_\_\_\_\_ (street, city, state and zip code), and my  
country is \_\_\_\_\_.

I have personal knowledge of the statements made in the property owner’s acknowledgement. None of the statements are misleading or false. I acknowledge that issuance of the license, permit or certificate does not excuse or approve any violation of deed restrictions or city, state or federal laws or regulations. To the extent that this declaration is made on behalf of a corporation or any other legal entity or persons, I certify that I have fully advised them of the contents of the application and this declaration and that I am authorized to execute this declaration.

I declare under penalty of perjury that the foregoing is true and correct.

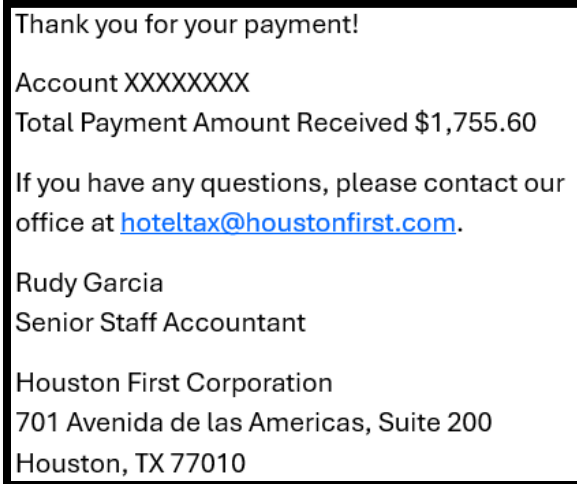
Executed in \_\_\_\_\_ County, State of \_\_\_\_\_, on the \_\_\_\_\_ day of \_\_\_\_\_  
(month) \_\_\_\_\_ (year).

\_\_\_\_\_  
Property Owner Signature

## SAMPLE APPLICATION

### INSTRUCTIONS FOR SUBMISSION OF HOTEL OCCUPANCY TAXES (HOT)

1. Proof of payment can be an uploaded screenshot from Houston First Corporation acknowledging payment similar to the screenshot below.



2. For applicants utilizing Airbnb, you may provide **an itemized receipt showing payment of occupancy taxes. You may also be able to retrieve** your HOT payment from Airbnb with these instructions:
  1. Find proof of taxes on desktop
    - a. Login to Airbnb account on your desktop
    - b. Click Today > Menu > Earnings
    - c. Click View earnings summary and then Get CSV report
    - d. Choose the appropriate filters
    - e. Download and save