

Step by Step to register for your new STR License.

1. Go to www.myspi.org/hottax
2. Click on Step 3 (Apply for a STR License)

You are here: [Home](#) » [Business](#) » [Hotel Occupancy Tax](#)

Hotel Occupancy Tax

Hotel Occupancy Tax (HOT) is collected for short-term rental stays of less than 30 consecutive days which includes Hotel/Motel stays, and residential rental units, i.e., house, condo, apartment and bedroom stays.

[Chapter 11, Article VII of the SPI Code of Ordinances](#)

New STR Ordinance No. 23-04 will take effect May 1, 2023.

STEPS for city compliance with H.O.T. & short term rentals:

To register a property for short term rental (STR), complete each step in the order listed below.

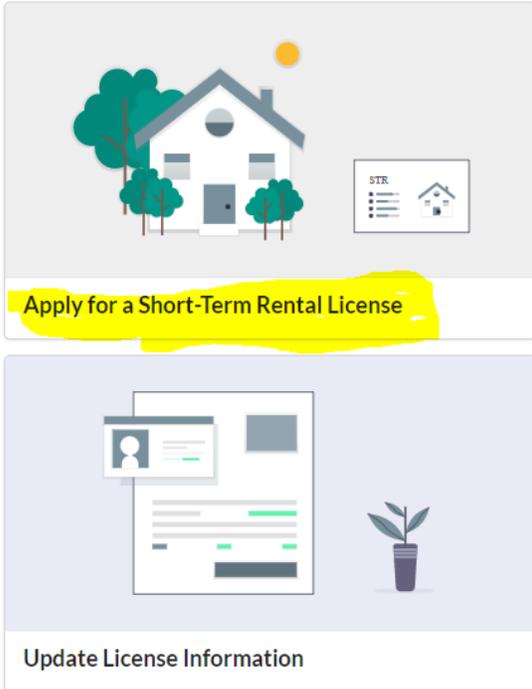
1. **Apply** for **Avenu Insight** taxpayer account to pay City /County HOT(11%).
2. **Apply** for a **Texas Taxpayer ID** to pay State HOT(6%).
3. **Apply for a STR License.**
4. **List** the license number in **all advertisements** of the property.
5. **File** HOT monthly with **Avenu Insight** and the Texas State Comptroller.

To Renew or Update STR License information [Click Here.](#)

QUESTIONS:

3. You will be directed to the STR License Portal. Click on Apply for a Short Term Rental License button.

Welcome!



The image shows a digital interface for the STR License Portal. At the top, there is an illustration of a house with trees and a sun. Below this, there is a button labeled "Apply for a Short-Term Rental License" which is highlighted in yellow. To the right of the house illustration is a small icon with the letters "STR" and a house symbol. Below the "Apply" button is another section with an illustration of a document with a person icon and a potted plant. Below this illustration is a button labeled "Update License Information".

4. Read and click continue

Application Requirements

Let's make sure you have everything you need to apply for a Short-Term Rental License.

- 1 Non-refundable short-term rental license fee**
The Rental License fee is \$125.00. This license is good for 1 year from date of issuance.
- 2 Avenu Account #**
The Avenu Account # allows you to pay the City and the County portion of HOT (11%). To find or apply for your SPI Taxpayer ID click [here](#).
- 3 Texas Taxpayer ID**
The Texas Taxpayer ID allows you to pay the State portion of HOT (6%). To find or apply for your Texas Taxpayer ID click [here](#) or call 1-800-252-1385.
- 4 Geo-ID**
All short-term rental properties require a Geo-ID for your license. Please click [here](#) to look up your Geo-ID.

Meeting your responsibilities under your ordinance

- 1 Responsibility for registering your Short-term rental**
The Owner/Operator who offers for rent or advertises for rent (in any manner) a short term rental of a dwelling unit shall register for a short term rental license.
- 2 Update any information changes within 30 days**
If any information on the registration form changes, the Owner/Operator must modify that information within 30 days.
- 3 Displaying the license number**
Your license number must be displayed in all advertisements (online, print, radio, television etc.).

For more information visit [Chapter 11, Article VII of the SPI Code of Ordinances](#).

Back

Continue

Application Requirements

- Property ID/Geo-ID
- License Holder
- Property Contacts
- Property Details
- Listings
- Confirmation
- Payment

5. Search for the Geo-ID. Write down your address under Address of the rental property and it should auto populate it for you. Click on the address that appears and then click on the Find Parcel Number button. If you can't find address click on the look up Geo ID link in blue. This will take you to the CCAD website where you can copy the Geographical ID and paste it back into the registration page.

*Unit Number if you don't have one please enter a 0 or NA

*Rental Structure- Click on what type of residence it is.

*Finally click on Continue.

Geo-ID

We need to know the Parcel Number (Geo-ID) of the property you wish to make available for short-term rental. You can type in your Geo-ID directly below if you already know it, or you can find the Geo-ID by typing in the property address.

Address of the rental property

119 dolphin

Find Parcel Number

119 DOLPHIN EST SOUTH PADRE ISLAND TX 78597

Geo-ID

e.g. 123456789000000

[Lookup Geo-ID number on county website](#)

Unit number

If you do not possess a unit number, please enter 0 or NA.

Rental Structure

Residential dwelling

Back

Continue

Application Requirements

- Property ID/Geo-ID
- License Holder
- Property Contacts
- Property Details
- Listings
- Confirmation
- Payment

6. The rest will be Owner's and Emergency contact information with property details that you will need to fill out. Towards the end you will be asked for payment and given your License # with your receipt. Please post that License # with all of your listings and advertisements.