



CITY OF HOUSTON SHORT-TERM RENTAL PROOF OF HOTEL TAX OCCUPANCY (HOT)

AIRBNB

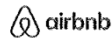
TO SUBMIT PROOF OF HOT, STR REGISTRANTS USING AIRBNB MAY PROVIDE:

- A payment summary from a recent booking showing payment (deduction) of hotel occupancy tax (HOT)

OR

- Obtain HOT payment information from your Airbnb account. Click Today › Menu › Earnings › Click View Earnings Summary, Get CSV report, filter, download, save and submit.

Example of Proof of Airbnb HOT Payment



888 Brannan Street
San Francisco, CA 94103
Airbnb tax ID number: [REDACTED]

Host name: [REDACTED]
User ID: [REDACTED]
Report generated: [REDACTED], 2025

January 1, 2025 – September 26, 2025

Earnings report

Summary	Gross earnings	Adjustments ¹	Service fees ²	Tax withheld ³	Total (USD)
Earnings	\$29,268.09	\$0.00	-\$879.58	\$0.00	\$28,388.51

Airbnb remitted taxes: \$654.39 was collected from your guests and remitted to tax authorities.

VRBO

TO SUBMIT AS PROOF OF HOT, STR REGISTRANTS USING VRBO MAY OBTAIN A STAY TAX REPORT USING THE LINK BELOW:

<https://help.vrbo.com/articles/About-the-stay-tax-report>

ALL OTHER BOOKING PLATFORMS

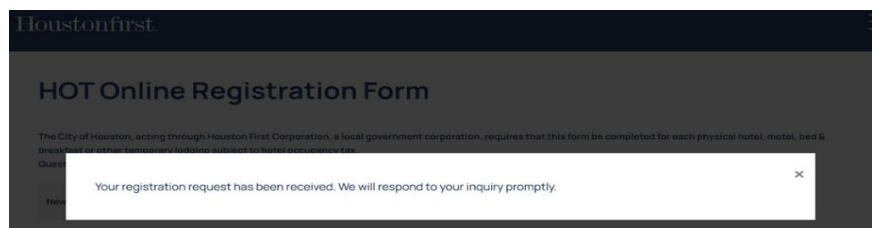
TO SUBMIT AS PROOF OF HOT, STR REGISTRANTS USING ALL OTHER PLATFORMS MAY PROVIDE:

- Provide proof of hotel occupancy tax (HOT) payment for the operation of the short-term rental property such as a Service Order Confirmation from Houston First showing HOT remittance for the most recent quarter or a “payment received” email from Houston First.

OR

- If you have not previously registered with Houston First and not using Airbnb or Vrbo, complete the online HOT form found on this link <https://www.houstonfirst.com/hot/registration-form> and submit. Take a screenshot like the one below to provide as proof of your registration with Houston First.

Example Proof of Houston First HOT Registration





CITY OF HOUSTON SHORT-TERM RENTAL PROOF OF HOTEL TAX OCCUPANCY (HOT)

Examples of Proof of HOT Payment to Houston First



Service Order Confirmation

Event #:
Order:

Hotel Tax

Wednesday, Jan 1, 2025 12:00 AM - Monday, Mar 31, 2025 11:59 PM

Tax Remittance 2025 1st Quarter (Jan - Mar) due by Apr 30th

Contact: _____

Houston, TX.

Description	Ordered	Rate	Charges
Gross Receipts During Reporting Period Month 1			
Gross Receipts During Reporting Period Month 2			
Gross Receipts During Reporting Period Month 3			
30-Day Residency Exemptions Month 1			
30-Day Residency Exemptions Month 2			
30-Day Residency Exemptions Month 3			

Total Charges: **\$5,034.49**

Payments and Adjustments	Reference	Amount
HOT Payment - ACH		

Thank you for your payment!

Account: 00032404

Total Payment Amount Received: 4,635.33

If you have any questions, please contact our tax office at hoteltax@houstonfirst.com.

Senior Staff Accountant

Houston First Corporation
701 Avenida de las Americas, Suite 200
Houston, TX, 77010
Office: 713-853-8100
Mobile: 713-853-8209
tax@houstonfirst.com
www.houstonfirst.com
www.visithouston.com

Prior to registering your STR, if you have any questions about what type of HOT proof is needed, please call 832-394-8802 or email STR@houstontx.gov

- Do you have General, Airbnb, and HomeAway/Vrbo questions, visit: **Houston First FAQs link:** [FAQs](#)
- Do you have Filing and Remittance HOT questions, visit: Filing and Remittance link: <https://www.houstonfirst.com/hot/filing-and-remittance/#>
- Do you have other HOT or Houston First questions, visit: <https://www.houstonfirst.com/contact-us/>

GENERAL INFORMATION

Partnership Tower
701 Avenida de las Americas
Houston, TX 77010
713-853-8100

HOTEL OCCUPANCY TAX INQUIRIES

hoteltax@houstonfirst.com

713-853-8209