



SHORT-TERM RENTAL REGISTRATION CHECKLIST



Beginning on January 1, 2026, pursuant to Ordinance No. 2025-322, any property operating as a short-term rental (STR) within the City of Houston city limits must be registered with the City of Houston and the owner and/or operator must have a valid Certificate of Registration for each STR property.

What do I need to register my STR property? To ensure a successful online STR registration process, you are strongly advised to gather the required documents and information below before you start. If you stop midway and do not complete the registration, the online system will require you to start over. The system will not allow you to stop midway, save and return to your application.

Registrants will have 60 minutes to complete each registration application before the system times out.

REGISTRATION CHECKLIST

	Registrant	Full name, email address, telephone number, mobile number, address, city, state, zip code and upload images of driver's license front and back.
	Property Address	Full street address, city, state and zip code.
	Property owner	Full name, mailing address, street address, email address, telephone number of each property owner and operator
	If the property owner is not an individual but a business entity	1) Provide a copy of filed documents with the Texas Secretary of State establishing the entity AND 2) Provide proof of good standing as an entity with the State of Texas
	24/7 Emergency Contact	Full name and telephone number for the 24/7 emergency contact individual or call center authorized to respond to an emergency condition at the STR property within one hour after being notified by emergency response personnel.
	Hosting Platforms	Names and website addresses of all platforms (hosting/listing sites) that the STR property is advertising bookings for.
	Hotel Occupancy Tax (HOT)	Proof of payment or proof of registration to pay hotel occupancy taxes (HOT). 1) Registrants using Airbnb or Vrbo may provide a payment summary from a recent booking showing HOT payment OR may obtain HOT payment from your Airbnb account. <i>Click Today > Menu > Earnings > Click view earnings summary Get CSV report, filter, download, save and submit.</i> 2) Registrants using OTHER booking platforms may provide proof of HOT payment for the operation of the short-term rental property. <i>Service Order Confirmation showing HOT remittance for the most recent quarter may be provided.</i> 3) If you have not previously registered with Houston First, complete the online HOT form found on this link Registration Form Houston First Corporation and submit. <i>Take a screenshot of your stating "Your registration request has been received. We will respond to your inquiry promptly or Your Confirmation email from Houston First may be submitted as proof.</i>
	Property Owner Authorization & Acknowledgement	Form signed by the STR property owner granting permission to use the property as a short-term rental and acknowledging that use of the property as a short-term rental does not violate any rental/condominium agreements, bylaws, covenants, deed restrictions, homeowner association rules, or terms.
	Registration fee	Non-refundable registration fee of \$275 plus administrative fee \$33.10 per application
	Human Trafficking Prevention Training	Complete prevention training course and retain certificate of completion in your records to provide to the City upon request.