

Property I.D. Number(office use only): \_\_\_\_\_

### Port Aransas Short Term Rental (STR) Registration

**Please complete one form for each rental dwelling. Payment of \$50.00 good for two years.**

Make checks payable to: City of Port Aransas (COPA)

Mail or drop off: 710 W Ave A, Port Aransas, Texas 78373 – Mon.-Fri. 9:00 a.m. – 4:00 p.m.

**All open permits must be closed before we allow a short-term rental to be registered.**

Property Address: \_\_\_\_\_ Unit # \_\_\_\_\_ Property Name \_\_\_\_\_  
Number and Street If applicable

Number of Sleeping Rooms: \_\_\_\_\_ Maximum Occupancy: \_\_\_\_\_ (=Number of sleeping rooms x 2 +4)

Property Owner: Name: \_\_\_\_\_  
Last First Middle Initial

If LLC Registered Agent

Taxpayer I.D. # \_\_\_\_\_ (9 digits) or \_\_\_\_\_ No Taxpayer I.D.

Mailing Address: \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Work Phone \_\_\_\_\_ Mobile: \_\_\_\_\_

Owner's Physical Address: \_\_\_\_\_  
Address City, State & Zip

Owner's email address: \_\_\_\_\_

Property Management:  None – Self-managed

Company Name: \_\_\_\_\_ Taxpayer I.D.# \_\_\_\_\_  
Company Name

Mailing Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_ Work: \_\_\_\_\_

Phone Mobile: \_\_\_\_\_ Management's Physical Address: \_\_\_\_\_

\_\_\_\_\_  
Address  
\_\_\_\_\_  
City, State & Zip

Manager's email address: \_\_\_\_\_

**Local Contact: You must provide a local contact; they must be able to respond within one hour in person 24 (twenty-four) hours a day 7(seven) days a week.**

Local Contact for Problems:  Contact Owner  Contact Mgt. Company

Name: \_\_\_\_\_  
Last First Title

Mailing Address: \_\_\_\_\_  
Address, City, State & Zip

Work Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Contact's Physical Address: \_\_\_\_\_  
Address, City, State & Zip

Local contact's email address: \_\_\_\_\_

**You must contact City of Port Aransas any time there are changes in ownership, local contact, or property management. You also need to fill out a Hotel/Motel Tax form with the finance department. You can find the ordinance at [https://library.municode.com/tx/port\\_aransas/codes/code\\_of\\_ordinances](https://library.municode.com/tx/port_aransas/codes/code_of_ordinances)**

I have read and understand the Short-Term Rental Ordinance.  
\_\_\_\_\_  
Property Owner Print & Sign Date