

Property I.D. Number(**office use only**): _____

Port Aransas Short Term Rental (STR) Registration

Please complete one form for each rental dwelling.

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

Mail or drop off: 710 W Ave A, Port Aransas, Texas 78373 – Mon.-Fri. 8:00 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)

Pool: Yes or No

Is a golf cart available with the rental? Yes or No

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

I have read and understand the Short-Term Rental Ordinance.

Property Owner Print & Sign Date