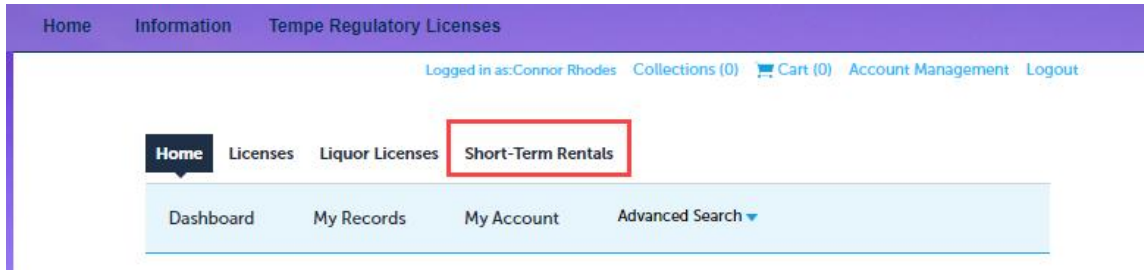
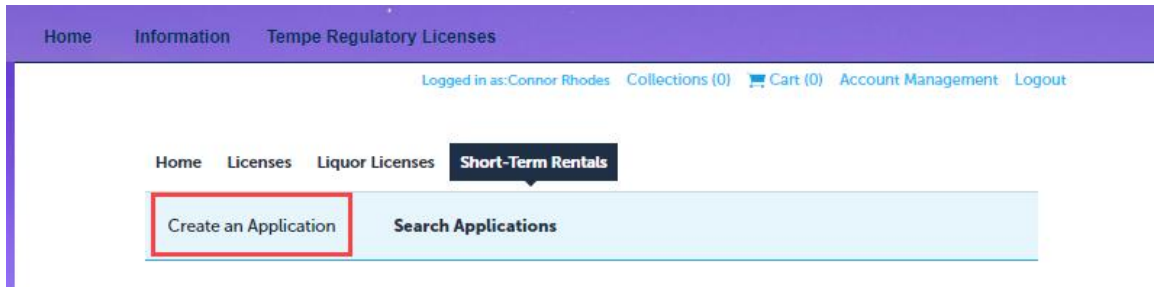


Applying for a Short-Term Rental License

- 1) Log in to the City of Tempe Tax & License Citizen Access Portal. www.tempe.gov/licenseportal
- 2) Click on “Short-Term Rentals.”



- 3) Click on “Create an Application.”



- 4) Check the box on the General Disclaimer page.

General Disclaimer
While the City of Tempe (“Tempe” or “the City”) attempts to keep its Web information accurate and timely, Tempe neither warrants nor makes representations as to the functionality or condition of this Web site, its suitability for use, freedom from interruptions or from computer virus, or non-infringement of proprietary rights. Web materials have been compiled

I have read and accepted the above terms.

5) Enter the property address. Each property must be licensed separately. This includes multiple units in one building.

Short-Term Rental Application

1 Address	2 Applicant	3 Certificate Information	4 Review	5 Pay Fees	6
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Step 1: Address > Address

Enter the rental property address below.

EACH PROPERTY MUST BE LICENSED SEPARATELY. Multiple units in one building need to have their own City of Tempe Short-Term Rental license.

* indicates a required field.

Address

Begin by entering the Street Number, Direction and Name. Click "Search" to validate the address.

- If you have a unit/suite number that doesn't show up in the search, use the address without the unit/suite number. Then add the missing Unit/Suite number in the box below.

*Street No.: Direction: ? *Street Name: Street Type:

Unit Type: Unit No.:

City: State: *Zip:

[Search](#) [Clear](#)

Custom Fields

Unit/Suite Number

If the Unit/Suite Number doesn't populate when you search the address, add it here. :

[spell check](#)

[Save and resume later](#)

[Continue Application »](#)

Some addresses with unit numbers may not be in our GIS data. If that is the case, search the address without the unit/suite number. Once that validates, put the unit/suite number in the box provided below, and we will update it.

6) Enter the contact information for the Property Owner, Owner Designee, and Emergency Contact here. An entry for both Property Owner and Emergency Contact is required. Applicants can select "Select from Account" to bring in their registration information or click "Add New" to manually enter the information for another party.

Short-Term Rental Application

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Step 2: Applicant > Contact Information

An Emergency Contact with a twenty-four (24) hour telephone number is required to respond to both emergency and non-emergencies. Please note the requirements below:

For Emergencies - The owner or emergency point of contact whose name appears on this license application **must be available over the phone or text, within 30 minutes of the initiation of contact with the emergency point of contact** regarding a complaint, incident, or emergency associated with a short-term rental for which public safety personnel are dispatched.



For Non-emergencies - The owner or emergency point of contact shall respond to all other complaints relating to the short-term rental **in person, over the phone, by email, or by text within twenty-four (24) hours of the initiation of contact with the emergency point of contact** regarding a non-emergency complaint or incident associated with a short-term rental.

Add Property Owner, Owner Designee (if applicable), and Emergency Contact information below. If you are going to designate yourself as the Emergency Contact, a separate contact entry is required. Click "Add New" and select "Emergency Contact" for the Contact Type, then enter the information.

* indicates a required field.

Contact List

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

	Required Contact Type	Minimum
	Emergency Contact	1
	Property Owner	1

Select from Account

Add New

Look Up

Showing 0-0 of 0

Full Name	Business Name	Contact Type	Work Phone	Fax	E-mail	Action
No records found.						

Save and resume later

Continue Application »

- 7) There are hyperlinks provided in the information section at the top of this page that will open a new tab in the browser. Note that the TPT number is now required for submission of the application. There is a link to aztaxes.gov if the applicant does not have one. If the applicant wants more information on why one is required, there is a link to our website instructing them on which section to read. The National Sex Offender Public Website link is relevant further down this page.

Short-Term Rental Application

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Step 3: Certificate Information > Certificate Information

Use the [National Sex Offender Public Website](#) to perform all necessary background checks prior to booking if you are not using an Online Lodging Marketplace that provides this service.

If you do not have a Transaction Privilege Tax (TPT) License, visit aztaxes.gov to obtain one. To get more information on why a TPT license is required, click [here](#) and read the "Are Short-Term Rentals Taxable?" section.

* indicates a required field.

Property Information

Housing Details

* 8-Digit Transaction Privilege Tax Number (TPT):

3-Digit Location Code (Printed on ADOR TPT License Certificate):

* Is this property your primary place of residence?:

 Yes No

RENTING DETAILS

* Location Type:

8) Where will the STR be listed? We have Air BNB and VRBO as options because they are the most used. The "Other" box allows the applicant to list other sites/methods they plan on using. The text box is hidden unless "Yes" is selected.

Where will you be listing your Short-Term Rental (select all that apply)

SHORT-TERM LISTING

* Air BNB:

 Yes No

* VRBO:

 Yes No

* Other:

 Yes No

If "Other" please list in the box provided: *

[spell check](#)

- 9) The Affidavit section goes over any section from the ordinance that requires their acknowledgement. The second to last question covers the requirement to run a background check on booking guests no later than 24 hours prior to their stay on the National Sex Offender Public Website. The link above will open the website in a new tab. Each box must be checked to proceed.

Affidavit

AFFIDAVIT

- * I agree to the Good Neighbor Policy. (Please select the (?) to read more information on the "Good Neighbor Policy".)
- * I understand the requirement to post my City of Tempe Short-Term Rental License Number on all advertisements.
- * I (the owner) agree to comply with all applicable laws, regulations, and ordinances, including the requirement that the owner and each designee shall not be a registered sex offender, been convicted of any felony act that resulted in death or serious physical injury, or been convicted of any felony use of a deadly weapon within the past five years.
- * I understand that prior to offering the Short-Term Rental for rent for the first time, I (the owner) or designee shall provide neighbor notification to each single-family residential property adjacent to, directly across from, and diagonally across the street of the short-term rental. If the short-term rental is a multiple-residence unit, notice shall be provided to the owners or residents of all residential units located on the same floor of the same building as the short-term rental.
- * I acknowledge that it is my responsibility to provide written notice to the City of any change in information submitted in connection with an application for a license or renewal no less than ten (10) days prior to the effective date of the change.
- * A short-term rental shall comply with the federal, state, and local laws, including laws relating to public health and safety, sanitation, solid waste, hazardous waste, tax privilege licensing, property tax registration, traffic control, pollution control, noise, property maintenance, and nuisance abatement.
- * I understand that no later than twenty-four (24) hours before every stay, I (the owner) or my designee shall perform a background check on the person booking a vacation rental or short-term rental through the online National Sex Offender Public Website operated by the United States Department of Justice to ensure that there are no sex offenders at the vacation rental or short-term rental. Use the hyperlink above to access the National Sex Offender Public Website. This requirement is waived if the online lodging marketplace where the rental is advertised performs the background check.
- * I understand that I (or my Designee) need to retain a record (either in hard copy or electronic form) of the background check on the person booking the property for twelve (12) months after the booking date. Records of each background check shall be made available for inspection by the City upon demand during normal business hours. This requirement is waived if the online lodging marketplace where the rental is advertised performs the background check.

Save and resume later

[Continue Application »](#)

10) The Prohibited Uses page covers all prohibited uses for a STR. Check the box to proceed.

Short-Term Rental Application

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Step 3: Certificate Information > Prohibited Uses

1. Any nonresidential use;
2. Holding a special event that requires a permit or license pursuant to a city or town ordinance or state law or rule;
3. Operating a retail business, restaurant, event center, banquet hall or similar use;
4. Housing sex offenders;
5. Operating or maintaining a sober living home;
6. Selling liquor, illegal drugs, or pornography;
7. Operating a nude or topless dancing;
8. Obscenity;
9. Adult Oriented Business; or
10. Any other use prohibited by A.R.S. § 9-500.39 or the City Code.

* indicates a required field.

Custom Fields

PROHIBITED USES

*I understand the above-mentioned prohibited uses for a Short-Term Rental:

Save and resume later

[Continue Application »](#)

- 11) The required documents for a Short-Term Rental application are listed at the top of the page. There is a hyperlink to the [Maricopa County Assessor's Office website](#) where the applicant can search their property and take a screenshot proving their property is registered properly. There is also a link to the [Tempe website with a list of accepted forms of ID](#) if needed. The applicant must also provide proof of liability insurance of at least \$500,000. If the Online Lodging Marketplace (OLM) provides that insurance, the applicant must provide a screenshot stating the coverage.

Short-Term Rental Application

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Step 3: Certificate Information > Documents

Required Documents:

Proof of Liability Insurance of at least \$500,000, or evidence that each short-term rental transaction will be provided through a platform that provides equal or greater primary liability insurance coverage for the short-term rental (screenshots are accepted).

Proof of Registration with the [Maricopa County Assessor's Office](#) (screenshots are accepted).

Proof of Lawful Presence in the United States (click [here](#) to see a list of accepted forms of ID).

* indicates a required field.

Attachment

The maximum file size allowed is 100 MB.

ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;msp;msi;php;pif;scr;sct;shb;sys;vb;vbe;vbs;vxd;wsc;wsf; are disallowed file types to upload.

This application type requires you to submit the following types of documents. Subject to the collected information, you may be required to submit additional documents prior to approval.

Proof of Liability Insurance, Proof of Registration with the Maricopa County Assessor's Office, Proof of Lawful Presence in the United States

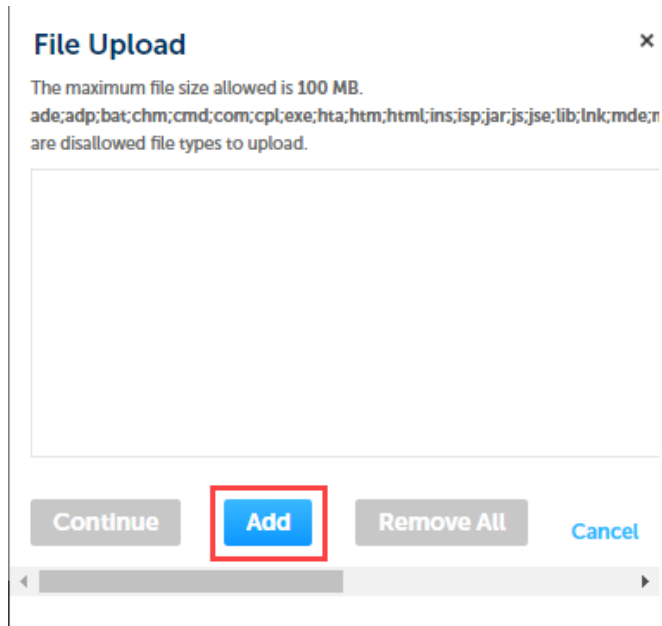
Name	Type	Size	Latest Update	Action
No records found.				

Add

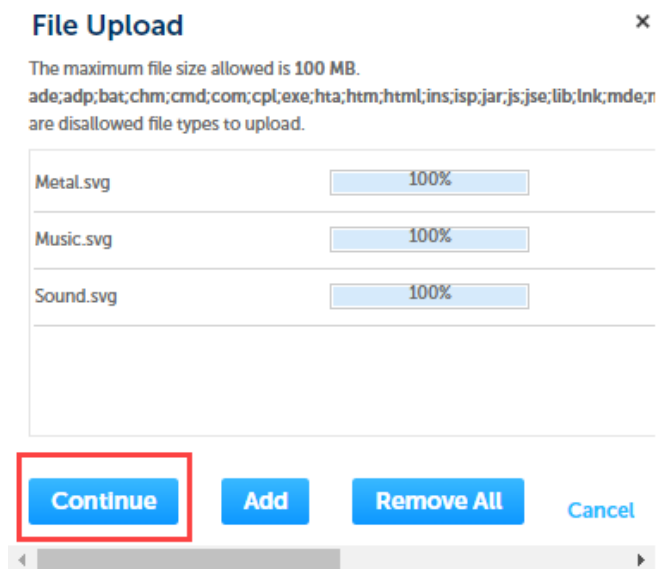
Save and resume later

[Continue Application »](#)

To add documents, click “Add” (shown above), then click “Add” again on the window that pops up.



This will allow the applicant to select the relevant files from their computer. All three documents can be uploaded at this point. Once all three show 100%, click "Continue."



This will bring the applicant back to the main documents page in the application. Each document submitted will require a Type to be selected. Click the arrow to drop down the menu and select the correct type. Then, give a brief description of the document (i.e., screenshot from OLM portal showing insurance coverage). Click “Save” to save the documents on the application. Submission will be blocked if any documents are not submitted.

* Type: Remove

File:
Metal.svg

* Description:

[spell check](#)

* Type: Remove

File:
Music.svg

* Description:

[spell check](#)

* Type: Remove

File:
Sound.svg

* Description:

[spell check](#)

[Continue Application >](#)

12) The review page will give an overview of the answers provided by the applicant. At the bottom is the certification verbiage and checkbox where the applicant will electronically sign the application for submission. Check the box and click “Continue Application” to be directed to payment.

I certify that the statements made in this application are true and complete to the best of my knowledge. **Incomplete applications will not be processed.** Omissions or falsifications of information is sufficient grounds for denial of the application or later revocation in addition to other remedies authorized by Arizona Revised Statutes §9-500.39 and City of Tempe Ordinance No. 02023.01.

By checking the box below, I (the Owner/Owner Designee) understand and agree to the above certification and am electronically signing and filing this application.

By checking this box, I agree to the above certification.

Date:

Save and resume later

Continue Application »

13) This page will display the fee. Click “Check Out.”

Note: \$250 from January 1st to June 30th, then \$187.50 from July 1st through December 31st. Renewals for the STR license will be \$250.

Short-Term Rental Application

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Step 5: Pay Fees

Listed below are preliminary fees based upon the information you've entered. Some fees are based on the quantity of work items installed or repaired. Enter quantities where applicable. The following screen will display your total fees.

Application Fees		
Fees	Qty.	Amount
Short-Term Rental License Fee (Non-Refundable)	1	\$187.50
TOTAL FEES: \$187.50		
Note: This does not include additional inspection fees which may be assessed later.		

Check Out »

This window will pop up, click “Check Out” to be redirected to Paymentus.

Step 1: Select item to pay

Click on the arrow in front of a row to display additional information. Items can be saved for a future checkout by clicking on the Save for later link.

PAY NOW

20 E 6TH St, Tempe AZ 85281

1 Application(s) | \$187.50

▶ Short-Term Rental Application
23TMP-000085

Total due: \$187.50

Total amount to be paid: \$187.50

Note: This does not include additional inspection fees which may be assessed later.

[Checkout »](#) [Edit Cart »](#) [Continue Shopping »](#)

14) Once payment has been submitted, the application record will show up in the back office for Tempe Tax & License staff to review.

Tempe Tax & License: license@tempe.gov

480-350-2955