How to Apply for a Short-term / vacation rental license?

** You must first register a new Online Account**

***You will need your TPT license number to apply. If you don't have one apply at https://www.aztaxes.gov/Home/Page first with the Arizona Department of Revenue.

Step 1- Login into your account at https://aca-prod.accela.com/scottsdale/Default.aspx

☐ Accessibility Support   Register for an Account   Login

To apply for a license or permit, click licenses on the menu below after logging in.

Search...   🔍

Home   **Licenses**

Advanced Search ▼

Welcome to the Citizen Portal
We are pleased to offer our citizens and businesses access to Business Licensing and Alarm Permits online, 24 hours a day, 7 days a week. To use All the services we provide you must register and create a user account. You can apply for a business license or alarm permit, view information on file and renew your license or permit. We trust this will provide you with a new, higher level of service that makes living and working in our community a more enjoyable experience.

What would you like to do today?
To get started, select one of the services listed below:

General Information

Search Documents by Geographic Location

Licenses

Search Applications

Sign In

USER NAME OR E-MAIL: ✱

PASSWORD: ✱

Forgot Password?

Sign In

☐ Remember me on this device

Not Registered?

CREATE AN ACCOUNT

Step 2- Click on 'Licenses' or 'Apply for a License'

Step 3- Read and accept terms. Check the box and then click on "Continue Application"

Step 4- Enter <u>ONE</u> of the following and click 'Search' to find the correct address:

- Street No.
- Street Name

Enter <u>ONE</u> of the following and click 'Search' to find the correct address:
- Street No.
- Street Name

If no address result, please verify your address is in the City of Scottsdale city limit. If you have questions please call Tax and License at 480-312-2400.

* Street No.:   Direction: * Street Name: Street Type:
                 --Select--   --Select--

Unit No.:   Unit Type:
                 --Select--

City: State: Zip:
                                       --Select--

[Search] [Clear]

[Save and resume later]   [Continue Application »]

Step 5- Choose your address and click 'Select'

Address Search Result List   ✕

	Address	City	State	Zip
○	7447 E ALMERIA RD, SCOTTSDALE	SCOTTSDALE	AZ	85257
○	7447 E BLACK ROCK RD, SCOTTSDALE	SCOTTSDALE	AZ	85255
○	7447 E CHRISTMAS CHOLLA DR, SCOTTSDALE	SCOTTSDALE	AZ	85255
○	7447 E CORRINE DR, SCOTTSDALE	SCOTTSDALE	AZ	85260
○	7447 E CORTEZ ST, SCOTTSDALE	SCOTTSDALE	AZ	85260
○	7447 E DESERT COVE AV, SCOTTSDALE	SCOTTSDALE	AZ	85260
○	7447 E EARLL DR, SCOTTSDALE	SCOTTSDALE	AZ	85251
○	7447 E GRANADA RD, SCOTTSDALE	SCOTTSDALE	AZ	85257
○	7447 E HIGH POINT DR, SCOTTSDALE	SCOTTSDALE	AZ	85266
◉	7447 E INDIAN SCHOOL RD, SCOTTSDALE	SCOTTSDALE	AZ	85251

[< Prev] [1] [2] [Next >]

Associated Parcels

Showing 0-0 of 0

Parcel Number	Lot	Block	Subdivision
No records found.			

[Select] Cancel

Click on 'Continue Application'

Address

Enter ==ONE== of the following and click 'Search' to find the correct address:
- **Street No.**
- **Street Name**

If no address result, please verify your address is in the City of Scottsdale city limit. If you have questions please call Tax and License at 480-312-2400.

* Street No.:	Direction:	* Street Name:		Street Type:
7447	E ▼	INDIAN SCHOOL		RD ▼

Unit No.:	Unit Type:
	--Select-- ▼

City:	State:	Zip:
SCOTTSDALE	AZ	85251

Search   **Clear**

Save and resume later   →   **Continue Application »**

Step 6- Fill out Location & People – All 3 areas

Applicant
1

Business/Property Owner
Click on 'Add New' to enter the information for the entity who owns the property:

Select from Account   **Add New**

Owners/Officers/Local Agents/Etc.
2

To link yourself to this license, click on **'Select from Account'**. To add additional owners, officers, local agents, etc., click on **'Add New'**.

Select from Account   **Add New**

Showing 0-0 of 0

Contact Type	First Name	Last Name	Business Name	Work Phone	E-mail	Action
No records found.						

Is there an Owner Designee?
3

OWNER DESIGNEE

* Is there an Owner's Designee authorized by the owner?:   ○ Yes ○ No

Owner Designee

If an Owner Designee is added, an 'Owner Designee Authorization' document will be required under Supporting Documents.

Select from Account   **Add New**

Save and resume later   **Continue Application »**

Applicant

Business/Property Owner
Click on 'Add New' to enter the information for the entity who owns the property:

Select from Account   **Add New**

Property Owner Information-

Click on 'Add New' to add the property owner information.

Or

**If you are the owner and applying under your account:

Click on 'Select from Account'

If you click on 'Add New':

Contact Information

Selecting an **'Individual'** contact type will **require a first and last name.** Selecting **'Organization'** will **require the Legal Business and DBA/Trade name.**

* Individual/Organization: ⑦
--Select--

* First: Middle: * Last:

Fill out for Individual

* Legal Business Name:

* DBA/Trade Name

Fill out for Organization

Home Phone: Work Phone: * Mobile Phone:
(+ 1)   (+ 1)   (+ 1)

* E-mail:

Mobile Phone, E-mail, and Contact Address required

▼ Contact Addresses

Add Additional Contact Address

Please add a mailing address to your permit. If your mailing address is the same as your location address, please re-enter that information here. Pick "Mailing" from the drop down list.
Required contact address type(s):Mailing

Showing 0-0 of 0

Address Type	Address	Recipient	Action	Pri
No records found.				

Continue   **Clear**   **Discard Changes**

****A mailing address will be required

Click on 'Add Additional Contact Address'

Add Additional Contact Address ←

Please add a mailing address to your permit. If your mailing address is the same as your location address, please re-enter that information here. Pick "Mailing" from the drop down list.

Showing 0-0 of 0

Address Type	Address	Recipient	Action	Pri
No records found.				

Contact Information ✕

Contact Address Information ✕

* Address Type
(Mailing Required): ⓘ

| Mailing ▼ |

In Care Of Name

[   ]

* Address Line 1:

[   ]

Address Line 2: (includes Suite, Unit, Apartment, #'s)

[   ]

* City: State/Province: ZIP Code:

[   ]   [--Select-- ▼]   [   ]

* Country/Region:

[United States ▼]

☑ Primary

Save and Close   **Save and Add Another**   **Clear**   Discard Changes

If you click on 'Select Account'

Click on the box and then click on 'Continue'

Select Contact from Account   ×

Applicant

Select contact addresses for this contact to attach to the record.
Required contact address type(s):Mailing
Showing 1-1 of 1

☐ ress Type	Recipient	Address
☑ Mailing		7447 E Indian School Road

Continue   **Discard Changes**

Owner/Officers/ Local Agents/ Etc. Information-

Owners/Officers/Local Agents/Etc.   2

To link yourself to this license, click on **'Select from Account'**. To add additional owners, officers, local agents, etc., click on **'Add New'**.

Select from Account   **Add New**

Click on 'Add New' to add owners, officers, local agents and etc.

And/or

** If you aren't the owner you will want to link yourself to this license:

Click on 'Select from Account'

If you click on 'Add New':

Chose a Type and click continue.

Select Contact Type   ×

* **Type:**
Member ▼

Continue   Discard Changes

Contact Information

Are required fields

Selecting an **'Individual'** contact type will **require a first and last name.** Selecting **'Organization'** will **require the Legal Business and DBA/Trade name.**

* Individual/Organization: ⓘ
Individual ▼

* First: Middle: * Last:

Home Phone: Work Phone: Mobile Phone:
(+ 1)   (+ 1)   (+ 1)

E-mail:

▼ Contact Addresses

Add Additional Contact Address   *

Please add a mailing address to your permit. If your mailing address is the same as your location address, please re-enter that information here. Pick "Mailing" from the drop down list.

Showing 0-0 of 0

Address Type	Address	Recipient	Action	Pri
No records found.				

****A mailing address will be required

Click on 'Add Additional Contact Address'

Add Additional Contact Address

Please add a mailing address to your permit. If your mailing address is the same as your location address, please re-enter that information here. Pick "Mailing" from the drop down list.

Showing 0-0 of 0

Address Type	Address	Recipient	Action	Pri
No records found.				

Contact Information ✕

Contact Address Information ✕

* Address Type
(Mailing Required):
[Mailing ▼]

In Care Of Name
[   ]

* Address Line 1:
[   ]

Address Line 2: (includes Suite, Unit, Apartment, #'s)
[   ]

* City: State/Province: ZIP Code:
[   ]   [--Select-- ▼]   [   ]

* Country/Region:
[United States ▼]

☑ Primary

Save and Close   **Save and Add Another**   **Clear**   **Discard Changes**

If you click on 'Select Account'

Chose a Type, click on the box and then click on 'Continue'

Select Contact from Account

* Type: Owner ▼ ⬅

Select contact addresses for this contact to attach to the record.
Showing 1-1 of 1

☑	ress Type ⬅	Recipient	Address
☑	Mailing		7447 E Indian School Road

Continue   **Discard Changes**

Is there an Owner Designee?

3

If there is no Owner Designee- Choose 'No' and Click on 'Continue Application'

OWNER DESIGNEE

* Is there an Owner's Designee authorized by the owner?:   ○ Yes ○ No

Owner Designee

If an Owner Designee is added, an 'Owner Designee Authorization' document will be required under Supporting Documents.

Select from Account   **Add New**

Save and resume later   **Continue Application »**

If you have an Owner Designee, choose 'Yes' and provide the following information:

**Owner's designee means a person authorized to act on behalf of the owner of a vacation rental or short-term rental.

Is there an Owner Designee?

OWNER DESIGNEE

* Is there an Owner's Designee authorized by the owner?: ● Yes ○ No

Is the owner's designee either: (1) a registered sex offender or (2) 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 5 years?: * ○ Yes ● No

Owner Designee

If an Owner Designee is added, an 'Owner Designee Authorization' document will be required under Supporting Documents.

Select from Account   **Add New**

Save and resume later   **Continue Application »**

Click on 'Add New' to add the Owner Designee information.

Or

If you are the Owner Designee and applying under your account:

Click on 'Select from Account'

** If an Owner Designee is added, an 'Owner Designee Authorization' document will be required under Supporting Documents.

If you click on 'Add New':

Contact Information

Selecting an **'Individual'** contact type will **require a first and last name**. Selecting **'Organization'** will **require the Legal Business and DBA/Trade name.**

✕

*Are required fields

* Individual/Organization: ⑦

[Individual ▼]

* First: Middle: * Last:

[   ]   [   ]   [   ]

Home Phone: Work Phone: * Mobile Phone:

(+ [1]) [   ]   (+ [1]) [   ]   (+ [1]) [   ]

* E-mail:

[   ]

▼ Contact Addresses

Add Additional Contact Address *

Please add a mailing address to your permit. If your mailing address is the same as your location address, please re-enter that information here. Pick "Mailing" from the drop down list.
Required contact address type(s):Mailing

Showing 0-0 of 0

Address Type	Address	Recipient	Action	Pri
No records found.				

Continue   **Clear**   **Discard Changes**

If you click on 'Select Account':

Chose a Type, click on the box and then click on 'Continue'

Select Contact from Account

Owner Designee

Select contact addresses for this contact to attach to the record.
Required contact address type(s):Mailing
Showing 1-1 of 1

✓	Address Type	Recipient	Address
✓	Mailing		7447 E Indian School Road

Continue **Discard Changes**

Click ' Continue' and then 'Continue Application on the next screen

Contact Information

Selecting an **'Individual'** contact type will **require a first and last name.** Selecting **'Organization'** will **require the Legal Business and DBA/Trade name.**

* Individual/Organization: ⑦
Individual

* First:	**Middle:**	*** Last:**
SCOTTSDALESTR	PROPERTY	OWNER

Home Phone:	**Work Phone:**	*** Mobile Phone:**
(+) 4805551234	(+)	(+ 480) 5551234

* E-mail:
VACATIONSTR@SCOTTSDALEAZ.GO

▼ Contact Addresses

Add Additional Contact Address

Please add a mailing address to your permit. If your mailing address is the same as your location address, please re-enter that information here. Pick "Mailing" from the drop down list.
Required contact address type(s):Mailing

Showing 1-1 of 1

Address Type	Address	Recipient	Action	Pri
Mailing	7447 E Indian School Road		Actions ▼	No

Continue scard Changes

▼ Contact Addresses

Add Additional Contact Address

Please add a mailing address to your permit. If your mailing address is the same as your location address, please re-enter that information here. Pick "Mailing" from the drop down list.
Required contact address type(s):Mailing

Showing 1-1 of 1

Address Type	Address	Recipient	Action	Pri
Mailing	7447 E Indian School Road		Actions ▼	No

Save and resume later		Continue Application »

Step 7- Fill out all required fields and click 'Continue Application'

*indicates a required field.

Date Setup In System

DATE SETUP IN SYSTEM

* Date Setup In System: 11/23/2022

Ownership Type

OWNERSHIP TYPE

* Ownership Type: --Select--

TPT/FEIN

State TPT and FEIN

* State TPT Number - Business Registration Merchant applicants are required to provide their State TPT Number:

FEIN:

Questionnaire

SHORT TERM RENTAL INFORMATION

* Date Short Term Rental Offered for Occupancy: MM/DD/YYYY

Date of Notification Letter Received: MM/DD/YYYY

* Compliance with all Applicable Laws, Regulations & Ordinances?:   ○ Yes ○ No

* Is the owner either: (1) a registered sex offender or (2) 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 5 years?:   ○ Yes ○ No

Business Start Date:

BUSINESS START DATE

* Business Start Date:

Office Use (Read Only)

PROCESSING INFORMATION

# of Days to Process: 7

Processing Due Date: 11/30/2022

[Save and resume later]   [Continue Application »]

Step 8- Emergency Contact

1. Click the **'Add a Row'** button below, to enter a new Emergency/Property Contact.
2. Only ONE Emergency/Property Contact can have a status of **'Current'** at a time.
3. Ensure to change the status of an existing contact to 'Expired', **BEFORE** entering a new contact.

* indicates a required field.

*EMERGENCY CONTACT (Required)

EMERGENCY CONTACT
Only ONE emergency contact can be current at a time, please set old contacts to a status of 'Expired'.

Showing 0-0 of 0

Name (First,M.,Last)	Address	Mobile Phone	24hr Phone	Email	Status	I understand the information entered will be verified and that if the information cannot be verified or is not valid, a short-term rental license will not be issued.
No records found.						

[Add Emergency Contact ▼]   [Edit Selected]

PROPERTY MANAGEMENT

PROPERTY MANAGER
Only ONE property management contact can be current at a time, please set old contacts to a status of 'Expired'.

Showing 0-0 of 0

Company Name	Point of Contact	Address	Phone	24hr Phone	Email	Status
No records found.						

[Add Property Management ▼]   [Edit Selected]

[Save and resume later]   [Continue Application »]

Only ONE Emergency Contact can be current at a time.

×

EMERGENCY CONTACT
Only ONE emergency contact can be current at a time, please set old contacts to a status of 'Expired'.

*Name (First,M.,Last):
[   ]

*Address:
[   ]
spell check

*Mobile Phone:
[###-###-####]

*24hr Phone:
[###-###-####]

*Email:
[   ]

*Status:
[Current ▼]

*
☐ I understand the information entered will be verified and that if the information cannot be verified or is not valid, a short-term rental license will not be issued.

[**Submit**]   Cancel

Only ONE Property Manager can be current at a time.

PROPERTY MANAGER

Only ONE property management contact can be current at a time, please set old contacts to a status of 'Expired'.

Company Name:

Point of Contact:

Address:

spell check

Phone:

###-###-####

*24hr Phone:

###-###-####

Email:

*Status:

Current

Submit   **Cancel**

Click 'Continue Application' to go to next page

Continue Application »

Step 9- Upload Supporting Documents

*If an Owner Designee is added, an 'Owner Designee Authorization' form is a required upload.

Click 'Add'

- You may upload a copy of your Arizona Department of Revenue TPT license.
- If an Owner Designee is added, an 'Owner Designee Authorization' form is a required upload.

* 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;mst;php;pif;scr;sct;shb;s
are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

Select from Account   **Add**

Save and resume later

Continue Application »

Click 'Add' to upload your document

File Upload   ✕

The maximum file size allowed is **100 MB**.
ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse
are disallowed file types to upload.

Continue   **Add**   Can

Step 10- Review

Please review all information below. Inaccurate information may result in additional wait times or additional fees. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on. Upon clicking "Continue Application," fees will be assessed based on the application information provided and cannot be modified. If changes need to be made to the information given after "Review," then this application may become inaccurate, and a new permit application will be required.

Record Type

Short-Term Rental License Application

Address   [Edit]

7447, E INDIAN SCHOOL RD, SCOTTSDALE 85251

Applicant   [Edit]

Individual   Home Phone:4805551234
SCOTTSDALESTR PROPERTY OWNER   Mobile Phone:(+480)4551234
                                              E-mail:VACATIONSTR@SCOTTSDALEAZ.GO

Owners/Officers/Local Agents/Etc.   [Edit]

Showing 0-0 of 0

Contact Type	First Name	Last Name	Business Name	Work Phone	E-mail	Action
No records found.						

Is there an Owner Designee?

OWNER DESIGNEE   [Edit]

Is there an Owner's Designee authorized by the owner?:   Yes

Is the owner's designee either: (1) a registered sex offender or (2)   No
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 5 years?:

Owner Designee   [Edit]

Individual   Home Phone:4805551234
SCOTTSDALESTR PROPERTY OWNER   Mobile Phone:(+480)5551234
                                              E-mail:VACATIONSTR@SCOTTSDALEAZ.GO

[Save and resume later]   [Continue Application »]

Step 11- Pay Fees

Click 'Check Out'

Listed below are the license application fees based upon the information you've entered.

Application/Renewal Fees

Fees	Qty.	Amount
Fee, License	1	$250.00

TOTAL FEES: $250.00

.

Check Out »

PAY NOW

7447, E INDIAN SCHOOL RD, SCOTTSDALE 85251
1 Application(s) | $250.00
▶ **Short-Term Rental License Application**   Total due: $250.00
      TMP-STR22-0000268-APP

Total amount to be paid: $250.00
test

Checkout »   **Edit Cart »**   **Continue Shopping »**

Complete payment information

CITY OF SCOTTSDALE PAYMENT

Payment Information	
Amount	**$250.00**

Billing Information

First Name*

Last Name*

Address*

City*   State*   Zip*

Phone Number

Email Receipt To

Credit Card Information

Card Number*   VISA Mastercard AMEX DISCOVER Diners JCB

Expiration Date*   CVV*
MM   YYYY

Submit Payment

You are able to Print/ View receipt

Your application(s) has been successfully submitted.
Please print your record(s) and retain a copy for your records.

Print/View Record   **Print/View Receipt**

It may take up to 7 business days to get an approved license.

If you have any questions email vacationSTR@scottsdaleaz.gov or call 480-312-2400.