# 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 <u>https://www.aztaxes.gov/Home/Page</u> first with the Arizona Department of Revenue.

**Step 1-** Login into your account at <a href="https://aca-prod.accela.com/scottsdale/Default.aspx">https://aca-prod.accela.com/scottsdale/Default.aspx</a>

apply for a license or permit, click lice	nses on the menu below after logging in.	Search Q •
Home Licenses		
Advanced Search -		
Welcome to the Citizen Portal We are pleased to offer our citizens and bu Alarm Permits online, 24 hours a day, 7 day you must register and create a user accou alarm permit, view information on file and will provide you with a new, higher level o our community a more enjoyable experier	usinesses access to Business Licensing and ys a week. To use All the services we provide nt. You can apply for a business license or renew your license or permit. We trust this f service that makes living and working in tee.	Sign In USER NAME OR E-MAIL: *
What would you like to do today? To get started, select one of the services li	sted below:	PASSWORD: *
Search Documents by Geographic Location	Search Applications	Forgot Password?
		Sign In
		Remember me on this device
		Not Registered?
		CREATE AN ACCOUNT

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

Home Licenses				
Dashboard	My Records	My Account	Advanced Search	h 🔻
Welcome Scottsd You are now logged in. What would you li To get started, select	laleSTR ke to do today? one of the service	s listed below:		Cart (0) Your cart is empty.
General Inform Search Documents by G Location	nation Geographic	Licenses Apply for a License Search & Renew Licens	es	

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

	Welcome to the City of Scottsdale Online Permitting System Phone: 1.480.312.2400	
SCOTTSDALE		Return to City of Scottsdale
Logged in as:ScottsdaleSTR Collections (0)	Cart (0) Account Management Logout	
Home Licenses		
Apply for a License Search & Renew Licenses		
Online License Application Welcome to City of Scottsdala's Online Permitting System, Using this system you can submit and update information, pay fees, track the status of your application, and print your final record all from the convenience of your hom or office, 24 hours a day. Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before beginning your application. General Disclaimer While the Agency attempts to keep its Web information accurate and timel the Agency nether warrants nor makes representations as to the functionality or condition of this Web site, its subability for use, freedom from interruptions or from computer virus, or non-infringement of proprietary rights. Web materials have been compiled from a variety of sources and are subject to change without notice from the Agency as a result of updates and corrections. I have read and accepted the above terms.	e V.	
Copyright © 2019 City of Scottsdale. All R	ights Reserved.	

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

- Street No.
- Street Name

Enter <u>ONE</u> of the	he following	and click 'Se	arch' to find the c	orrect address:	
<ul> <li>Street</li> </ul>	t NO.				
<ul> <li>Street</li> </ul>	t Name				
If no address re	sult, please v	erify your add	ress is in the City o	f Scottsdale city li	imit. If you have questions please call
Tax and License	at 480-312-2	400.			
* Street No.:	Direction:	* Street Nam	e:		Street
	Select-				Type:
					Select V
Linit No	Unit Turney				
UNIT NO.:	onit type:				
	Select	•			
City			Ctates	710.	
City:			State:	;	7
			Select		
Search	Clear				
- Curch	crear				
		7			
Save and re	sume 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 $\bigcirc$ 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 Cano	el			

# 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 7447 INDIAN SCHOOL Type: Е -RD -Unit Type: Unit No.: ---Select--City: State: Zip: SCOTTSDALE AZ 85251 Search Clear Continue Application » Save and resume later

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

Applicant	-
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.	
To link yourself to this license, click on 'Select from Account'. To add additional owners, officers, local agents, etc., click on 'Add New'.	2
Select from Account Add New	
Showing 0-0 of 0	
Contact Type First Name Last Name Business Work Phone E-mail Action	
No records found.	
Is there an Owner Designee? OWNER DESIGNEE * Is there an Owner's Designee authorized by the O Yes O No	3
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:



# 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: 🕧 --Select--\* First: Middle: \* Last: Fill out for Individual \* Legal Business Name: Fill out for \* DBA/Trade Name Organization Home Phone: Work Phone: \* Mobile Phone: (+ 1 (+ 1 ) 1 \* E-mail: Mobile Phone, Email, and Contact Contact Addresses Address required 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 Recipient Pri No records found. 4 Clear Continue **Discard Changes**

## **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'

# \*\*\*\*A mailing address will be required

Click on 'Add Additional Contact Address'

Add Additional	Contact Address	-				
Please add a mail address, please re	ing address to your e-enter that informa	permit. If your tion here. Pick	mailing address is t "Mailing" from the o	he sam drop do	e as your loca wn list.	ation
Showing 0-0 of 0						
Address Type	Address		Reci	pient	Action	Pri
No records found.						
4						F

1

<b></b>

# 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 rress Type Recipient Address Mailing 7447 E Indian School Road Continue Discard Changes

# **Owner/Officers/ Local Agents/ Etc. Information-**

· · · · · · · · · · ·	Click on Add
Owners/Officers/Local Agents/Etc. 2	owners, offic
To link yourself to this licenses, slick as Colort from Account! To add additional summer, officer, local accets, ata	agents and e

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
Selecting an <b>'Individual'</b> contact type will <b>require a first and last name</b> . Selecting <b>'Organization'</b> will <b>fi</b> <b>require the Legal Business and DBA/Trade name</b> .	elds
*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.	
Showing 0-0 of 0	
Address Type Address Recipient Action Print	
No records found.	

# \*\*\*\*A mailing address will be required

Click on 'Add Additional Contact Address'

Add Additional	Contact Address	-				
Please add a mail address, please re	ing address to your e-enter that informa	permit. If your tion here. Pick	mailing address is t "Mailing" from the o	he sam drop do	e as your loca wn list.	ation
Showing 0-0 of 0						
Address Type	Address		Reci	pient	Action	Pri
No records found.						
4						F

Contact Information	×	
Contact Address Information	×	
* Address Type ⑦ (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



# 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?			Click on 'Add New' to add the Owner Designee information.
OWNER DESIGNEE			Or
* Is there an Owner's Designee authorized by the owner?:	® Yes ⊖ No		**If you are the Owner Designee and applying
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	🔿 Yes 🍥 No		under your account:
convicted of any felony use of a deadly weapon within the past 5 years?: *			Click on 'Select from Account'
Owner Designee			
If an Owner Designee is added, an 'Owner Designee Authorization'	document will be required und	der Supporting Documents.	-
Select from Account Add New			
Save and resume later		Continue Application »	

\*\* 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. *Individual/Organization: () Individual  *First: Middle: *Last: Home Phone: Work Phone: *Mobile Phone: (+1) (+1)  *E-mail: Contact Addresses	×	*Are required fields
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 Pr	rit	
No records found.		
4		
Continue Clear Discard Changes		

# If you click on 'Select Account':

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



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

Contact Inform	nation					
Selecting an <b>'Individual'</b> <b>equire the Legal Busine</b>	contact type will <b>re</b>	<mark>quire a first a</mark> e name.	nd last name. Sel	ecting 'Or	ganization' will	
* Individual/Organization:	0					
Individual	-					
* First:	Middle:	* Last:		ſ		
SCOTTSDALESTR	PROPERTY	OWNER		J		
+ ) 4805551234	Work Phone: (+ )		* Mobile Phone: (+ 480) 5551234			
* E-mail:						
VACATIONSTR@SCOTTSDALEAZ.	GO					
Contact Addresses						
	taat Address					
Add Additional Con	ddress to your pe	rmit. If your	mailing address is "Mailing" from the	; the sam	e as your locat wn list	ion
Add Additional Con Please add a mailing a address, please re-ent Required contact address type(s):1	ddress to your per er that informatio	rmit. If your n here. Pick	mailing address is "Mailing" from the	s the sam e drop do	e as your locat wn list.	ion
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Add Additional Com Please add a mailing at address, please re-ent; Required contact address type(s):1 Showing 1-1 of 1 Address Type Addi Mailing 7447  Continue rscard c Continue Addresses Add Additional Com	ddress to your pe er that informatio Mailing ress ? E Indian School Road nanges	rmit. If your n here. Pick	mailing address is "Mailing" from the Re	the sam	Action	rion Pri No
Add Additional Com Please add a mailing a address, please re-ent: Required contact address type(s): Showing 1-1 of 1 Address Type Add Mailing 7447  Continue Iscard C Continue Addresses Add Additional Com Please add a mailing a address, please re-ent Required contact address type(s):	ddress to your per er that informatio Mailing ress ? E Indian School Road nanges	rmit. If your n here. Pick rmit. If your n here. Pick	mailing address is "Mailing" from the Re "Mailing address is "Mailing" from the	the same drop do cipient	e as your locat Action Actions - Actions -	ion Pri No >
Add Additional Com Please add a mailing a address, please re-ent Required contact address type(s):1 Showing 1-1 of 1 Address Type Add Mailing 7447  Continue Iscard C Continue Iscard C Contact Addresses Add Additional Com Please add a mailing a address, please re-ent Required contact address type(s): Showing 1-1 of 1	ddress to your per er that informatio Mailing ress ? E Indian School Road nanges ttact Address iddress to your per er that informatio Mailing	rmit. If your n here. Pick rmit. If your on here. Pick	mailing address is "Mailing" from the Re mailing address is "Mailing" from the	the sam	e as your locat Action Actions •	ion Pri No >
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Add Additional Com Please add a mailing a address, please re-ente Required contact address type(s):I Showing 1-1 of 1 Address Type Add Mailing 7447  Continue rscard c Continue rscard c Contact Addresses Add Additional Com Please add a mailing a address, please re-ente Required contact address type(s): Showing 1-1 of 1 Address Type Add Mailing 744	ddress to your per er that informatio Mailing ress ? E Indian School Road nanges Nact Address bddress to your per ere that informatio Mailing	rmit. If your n here. Pick	mailing address is "Mailing" from the Re mailing address is "Mailing" from the	the same drop do cipient	e as your locat Action Actions • e as your locat won list. Action Actions •	ion Pri No Fri No

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

Date Setup In System		indicates a required field.
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 a felony use of a deadly weapon within the past 5 years	○ Yes ○ No I <b>ny</b> ?:	
usiness Start Date:		
JSINESS START DATE		
Business Start Date:		
ffice Use (Read Only)		
COCESSING INFORMATION		
of Days to Process:	7	
ocessing 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 as status of 'Current' at a time.
   3. Ensure to change the status of an existing contact to 'Expired', <u>BEFORE</u> 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



### **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 reco	rds found.						
Add Dro	perty Management	Edit Selected					
Add FIG	perty Management						
Save	and resume later				Con	tinue Ap	plication »

Only ONE Emergency Contact can be current at a time.



# 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:
		1.
		spell check
Phone:	*24hr Phone:	Email:
###-###-####	###-###+##	
* Status:		
Current		
Submit Cancel		

# Click 'Continue Application' to go to next page



# 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	Туре	Size	Latest Updat	e Action		
No records	found.					
Select fr	rom Account	Add				
Select fr	rom Account	Add			_	

## Click 'Add' to upload your document

File Upload	×
The maximum file size allowed is <b>100 MB</b> . <b>ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;ja</b> are disallowed file types to upload.	r;js;js@
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 SCOTTSDALESTR PROPERTY OWNER	Home Phone Mobile Phone E-mail:VACA	:4805551234 e:(+480)4551234 TIONSTR@SCOTTS	DALEAZ.GO	
Owners/Officers/Local Agent	ts/Etc.	$\triangleright$		Edit
Showing 0-0 of 0				
Contact Type First Name Last Name	Business Name	Work Phone	E-mail	
No records found.				
Is there an Owner Designee?				
OWNER DESIGNEE				Edit
OWNER DESIGNEE Is there an Owner's Designee authorized by the owner Is the owner's designee either: (1) a registered sex offe been convicted of any felony act that resulted in deat physical injury or been convicted of any felony use of weapon within the past 5 years?:	r?: Ye ender or (2) No h or serious a deadly	15 D		Edit
OWNER DESIGNEE Is there an Owner's Designee authorized by the owner Is the owner's designee either: (1) a registered sex offe been convicted of any felony act that resulted in deat physical injury or been convicted of any felony use of weapon within the past 5 years?: Owner Designee	r?: Ye ender or (2) No h or serious a deadly	is D		 Edit
OWNER DESIGNEE Is there an Owner's Designee authorized by the owner Is the owner's designee either: (1) a registered sex offe been convicted of any felony act that resulted in deat physical injury or been convicted of any felony use of weapon within the past 5 years?: Owner Designee Individual SCOTTSDALESTR PROPERTY OWNER	r?: Ye ender or (2) No h or serious a deadly Home Phone Mobile Phone E-mail:VACA	:4805551234 :(+480)5551234 TIONSTR@SCOTTS	DALEAZ.GO	 Edit

#### **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 »		
DAY NOW		
PATNOW		
7447, E INDIAN SCHOOL RD, SCOTTSDALE 85251		
L Application(s)   \$250.00		
Short-Term Rental License Application Total due: \$250.00 TMP-STR22-0000268-APP		
Fotal amount to be paid: \$250.00		
rest		
Checkout » Edit Cart » Continue Shopping »		

Complete payment information

CITY OF SCOT	TSDALE PAYMENT		
Payment Information			
Amount	\$250.00		
Billing Information		Credit Card Information	
First Name*	Last Name*	Card Number*	
Address*		Expiration Date*	cvv*
City*	State* Zip*		
Phone Number			
Email Receipt To			
			Submit Payment

You are able to Print/ View receipt



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

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