



Short-Term/Vacation Rental Licensing Process Guide

City of Scottsdale | Tax and Business Licensing

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Find helpful links and additional information visit ScottsdaleAZ.gov, search “short-term rental”, or scan the QR code to the right.



BACKGROUND

Per Scottsdale Ordinance 4655, Short-term/vacation rental owners must obtain and maintain an annual city license for each Scottsdale property. This City of Scottsdale license is in addition to the county and state requirements outlined in the sections below.

STEP 1: Obtain a Transaction Privilege Sales Tax (TPT) license from the Arizona Department of Revenue

A valid TPT license is required for each rental property in Scottsdale; your TPT number will be needed to apply for the City of Scottsdale rental license in Step 2.

- Obtain your TPT license from ADOR at aztaxes.gov

STEP 2: Apply for a Scottsdale license

Complete the Scottsdale license application – for each property, you must provide:

1. The name, address, phone number and email for the owner or owner’s agent
2. The address of the property
3. Proof of TPT license (obtained above)
4. Emergency contact information

Apply for your Scottsdale license via the QR code above, or at

- ScottsdaleAZ.gov, search “short-term rental”

STEP 3: Notify neighbors and provide proof of insurance

Within 30 days of receiving your Scottsdale license (or any time the contact information for a property changes), you must notify all single-family residential properties adjacent to, directly and diagonally across the street from the property, or in a multi-family residential building, all units on the same building floor.

Scottsdale’s ordinance also requires that every short-term/vacation rental property be insured with liability coverage of at least \$500,000 (either directly or through an online lodging marketplace).

- Once neighbor notification has occurred, complete the attestation and upload proof of liability insurance via the website at ScottsdaleAZ.gov, search “short-term rental”

STEP 4: Complete Maricopa County requirements

Each property must be registered with Maricopa County as required by ARS 33-1902 – it is illegal to rent a property before it is registered with the Maricopa County Assessor

- Register with Maricopa County at mcaassessor.maricopa.gov

STEP 5: Once your property is licensed, make sure contact information is maintained

If the emergency/management contact information changes for a licensed rental property, you must update your city license and provide the new property contact information to neighbors.

- Update a Scottsdale short-term/vacation rental license via the city’s website at ScottsdaleAZ.gov, search “short-term rental”
- Once neighbor notification of the updated contact information has occurred, complete the attestation form on the city’s website at ScottsdaleAZ.gov, search “short-term rental”