

## 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>

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Accessibility Support   Register for an Account   Login

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

Home Licenses

[Advanced Search](#) ▼

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**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

[Forgot Password?](#)

**Sign In**

Remember me on this device

---

Not Registered?  
[CREATE AN ACCOUNT](#)

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

The screenshot shows the top navigation bar with 'Home' and 'Licenses' (highlighted with a red arrow). Below this is a secondary navigation bar with 'Dashboard', 'My Records', 'My Account', and 'Advanced Search'. The main content area is divided into two columns. The left column contains a welcome message for 'ScottsdaleSTR' and a section titled 'What would you like to do today?' with a list of services. Under 'Licenses', the 'Apply for a License' link is highlighted with a red arrow. The right column shows a 'Cart (0)' section with the message 'Your cart is empty.'

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

The screenshot shows the 'Apply for a License' page. At the top, there is a blue header with the City of Scottsdale logo and the text 'Welcome to the City of Scottsdale Online Permitting System' and 'Phone: 1.480.312.2400'. Below the header, there is a navigation bar with 'Home' and 'Licenses' (highlighted). The main content area is titled 'Online License Application' and contains a welcome message and a 'General Disclaimer' section. Below the disclaimer, there is a checkbox labeled 'I have read and accepted the above terms.' and a 'Continue Application >>' button. The footer contains the text 'Copyright © 2019 City of Scottsdale. All Rights Reserved.'

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

- Street No.
- Street Name

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:

Unit No.:  Unit Type:

City:  State:  Zip:

**Step 5-** Choose your address and click 'Select'

### Address Search Result List

Address	City	State	Zip
<input type="radio"/> 7447 E ALMERIA RD, SCOTTSDALE	SCOTTSDALE	AZ	85257
<input type="radio"/> 7447 E BLACK ROCK RD, SCOTTSDALE	SCOTTSDALE	AZ	85255
<input type="radio"/> 7447 E CHRISTMAS CHOLLA DR, SCOTTSDALE	SCOTTSDALE	AZ	85255
<input type="radio"/> 7447 E CORRINE DR, SCOTTSDALE	SCOTTSDALE	AZ	85260
<input type="radio"/> 7447 E CORTEZ ST, SCOTTSDALE	SCOTTSDALE	AZ	85260
<input type="radio"/> 7447 E DESERT COVE AV, SCOTTSDALE	SCOTTSDALE	AZ	85260
<input type="radio"/> 7447 E EARLL DR, SCOTTSDALE	SCOTTSDALE	AZ	85251
<input type="radio"/> 7447 E GRANADA RD, SCOTTSDALE	SCOTTSDALE	AZ	85257
<input type="radio"/> 7447 E HIGH POINT DR, SCOTTSDALE	SCOTTSDALE	AZ	85266
<input checked="" type="radio"/> 7447 E INDIAN SCHOOL RD, SCOTTSDALE	SCOTTSDALE	AZ	85251

### Associated Parcels

Showing 0-0 of 0

Parcel Number	Lot	Block	Subdivision
No records found.			

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:

Unit No.:  Unit Type:

City:  State:  Zip:



### 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:

#### 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'.

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

\* 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.

1

2

3

## 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

## 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: ?

--Select--

\* First:

Middle:

\* Last:

Fill out for Individual

\* Legal Business Name:

\* DBA/Trade Name

Fill out for Organization

Home Phone:

(+ 1 )

Work Phone:

(+ 1 )

\* Mobile Phone:

(+ 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):

In Care Of Name

\* Address Line 1:

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

\* City:  State/Province:  ZIP Code:

\* Country/Region:

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

<input type="checkbox"/>	Address Type	Recipient	Address
<input checked="" type="checkbox"/>	Mailing		7447 E Indian School Road

**Continue**

Discard Changes

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## 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 x

**\* Type:**

Member ▼

**Continue** **Discard Changes**

## 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:** ?

Individual ▼

**\* First:**  **Middle:**  **\* Last:**

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

**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):

In Care Of Name

\* Address Line 1:

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

\* City:  State/Province:  ZIP Code:

\* Country/Region:

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:



Select contact addresses for this contact to attach to the record.

Showing 1-1 of 1

<input checked="" type="checkbox"/>	Address Type	Recipient	Address
<input checked="" type="checkbox"/>	Mailing		7447 E Indian School Road

**Continue**

Discard Changes

### 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 »

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

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#### 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



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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'

---

### 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 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: (+ )

\* 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.				

Discard Changes

x \*Are required fields

## 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

<input checked="" type="checkbox"/>	Address Type	Recipient	Address
<input checked="" type="checkbox"/>	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: ?

Individual

\* First:

SCOTTSDALESTR

Middle:

PROPERTY

\* Last:

OWNER

Home Phone:

(+ ) 4805551234

Work Phone:

(+ )

\* Mobile Phone:

(+ 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

Discard 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

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#### DATE SETUP IN SYSTEM

\* Date Setup In System:

### Ownership Type

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#### OWNERSHIP TYPE

\* Ownership Type:

### TPT/FEIN

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#### State TPT and FEIN


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

FEIN:

### Questionnaire

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#### SHORT TERM RENTAL INFORMATION

\* Date Short Term Rental Offered for Occupancy:  

Date of Notification Letter Received:  

\* 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:

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#### BUSINESS START DATE

\* Business Start Date:

### Office Use (Read Only)

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#### PROCESSING INFORMATION

# of Days to Process:

Processing Due Date:



## 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:

\* Mobile Phone:

\* 24hr Phone:

spell check

\* 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.

[Submit](#)

[Cancel](#)

✕

Only ONE Property Manager can be current at a time.

x

### **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:

Phone:

\* 24hr Phone:

spell check

Email:

\* Status:

**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;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;pif;scr;sct;shb;s are disallowed file types to upload.

Continue Add Can

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:4805551234  
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) 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?: No

## Owner Designee

[Edit](#)

Individual  
SCOTTSDALESTR PROPERTY OWNER

Home Phone:4805551234  
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		
<b>First Name*</b>	<b>Last Name*</b>	
<input type="text"/>	<input type="text"/>	
<b>Address*</b>		
<input type="text"/>		
<b>City*</b>	<b>State*</b>	<b>Zip*</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Phone Number</b>		
<input type="text"/>		
<b>Email Receipt To</b>		
<input type="text"/>		

Credit Card Information	
<b>Card Number*</b>	
<input type="text"/>	<input type="text"/>
<b>Expiration Date*</b>	<b>CVV*</b>
MM <input type="text"/>	YYYY <input type="text"/>
<input type="text"/>	<input type="text"/>

[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](mailto:vacationSTR@scottsdaleaz.gov) or call 480-312-2400.