



**Office of the City Treasurer
Short-Term Residential
Occupancy (STRO) Program
Application Checklist**

This checklist provides a list of information/documents that will be necessary to complete the online application for an STRO license once the application period opens.

1. Property Information

- ✓ Full Address: _____
- ✓ Number of Bedrooms: _____
- ✓ Maximum number of guests: _____
- ✓ Property Parcel Number: _____
- ✓ Proof of Right to Occupy and allow STRO if not owner: *PDF Document Upload*

2. Host Information

- ✓ Name: _____
- ✓ Phone Number: _____
- ✓ Email Address: _____

3. Local Contact Information (may be same as Host)

- ✓ Name: _____
- ✓ Phone Number: _____
- ✓ Email Address: _____

4. Tax Account Information

- ✓ Transient Occupancy Tax (TOT) Certificate number: _____
See [OpenData TOT](#) information or visit the [TOT webpage](#) to register.
- ✓ Rental Unit Business Tax (RUBT) Account number: _____
See [OpenData RUBT](#) information or visit the [RUBT webpage](#) to register.

5. STRO Operations Information

- ✓ Type of STRO: Home Share Whole Home
- ✓ Estimated number of STRO rental days per calendar year: _____
- ✓ For Whole Home License Applications (Tier 3 or Tier 4) Lottery Prioritization Points, PDF document upload supporting:
 - i. Proof of Booking Activity of more than 90 days per calendar year
 - ii. Proof of TOT Payments per calendar year

6. Host Advertisement Information

- ✓ Hosting Platform / Property Management Company: _____
- ✓ Link to Advertisement: _____
- ✓ Host/Account ID Number (if applicable): _____

7. Payment information in the form of credit card or ACH only

- ✓ Credit card payment - account number, expiration date and CVV code needed
- ✓ ACH payment - routing and account numbers needed

Detailed information is available on the [Application/License Info Sheet](#).