



Department of Development Services

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www.CityofDenton.com

Short-Term Rental Information Packet

No person shall advertise, offer to rent, or rent, lease, sublease, license, or sublicense a residential property within the city as a short-term rental for which a registration has not been properly made and filed with the Development Services.

Application

Applications for short-term rental registration must be complete and include all required supporting documentation at the time of submittal. Applications that are not complete and/or submitted without all required supporting documents will not be accepted.

Supporting Documents

- A sketch floor plan of the dwelling with dimensional room layout;
- A site plan/survey of the property that indicates the maximum number of vehicles that can be legally parked on the property. Parking spaces cannot include on-street parking, sidewalks, alleys or other public rights-of-way;
- A copy of the informational brochure that is provided to guests of the short-term rental;
- Two forms of proof of primary residence of property owner (i.e. motor vehicle registration, driver's license, Texas State Identification card, voter registration, property tax documents, or utility bill with the address of the rental).

Additional Information

- Occupancy limits: No more than two (2) guests per bedroom, plus no more than two (2) additional guests are allowed when renting a property as a short-term rental. The maximum occupancy of a short-term rental is 10 persons.
- Signage advertising the short-term rental (on and off-premises) is prohibited.
- Vehicle limits: One vehicle per bedroom or the maximum number of vehicles that can be accommodated within the garage and driveway.
- All advertisements of the property as a short-term rental and all rental contracts must contain language that specifies the maximum occupancy and vehicle limits.
- All advertisements or listings of the property as a short-term rental must include a written prohibition against the use of the short-term rental as a party venue.
- Each short-term rental must provide working smoke detectors, one (1) working fire extinguisher (5lbs., ABC rated), and at least one (1) working carbon monoxide alarm.

Additional Information Continued

- Informational brochures must include:
 - The registrant's 24-hour contact information;
 - The 24-hour contact information of a local representative if the owner is not within the city limits when guests are renting the premises;
 - Neighborhood information such as parking restrictions, noise restrictions, and trash collection schedules;
 - Emergency and non-emergency telephone numbers for police and fire departments and instructions for obtaining severe weather, natural or man-made disaster alerts and updates.

Notification of Approval of Short-Term Rental

Within ten (10) days of the approval of a short-term rental application, the city will send written notice to all property owners within 100 feet of the short-term rental informing them of the use of the property as an approved short-term rental. This notice will provide the registrant's 24-hour contact information and information about short-term rental regulations.

Short-Term Rental Inspections

Once the short-term rental application is processed and approved, the owner of the short-term rental will be contacted by Development Services to schedule an inspection of the property. The inspector will:

- Verify that the information provided with the application (floor plan, room layout, parking areas) is correct and meets regulations.
- Check for working smoke alarms, a carbon monoxide alarm, and that a fire extinguisher is provided.
- Ensure that all other short-term rental regulations are met by the property.

Registration Term, Fees, and Renewal

- All short-term rental registrations are valid for one year from the date of issuance;
- The registration fee for short-term rentals is \$100, per year.
- Renewal of short-term rental registration may be denied if:
 - The registrant has plead no contest to or has been convicted of a violation of any ordinance of the city, or any state, or federal law on the premises or has permitted such a violation on the premises by any other person; or
 - There are grounds for suspension, revocation, or other registration sanction provided in the Denton Development Code or other applicable city codes.

Hotel Occupancy Tax Information

The City of Denton imposes a 7% hotel occupancy tax per Chapter 10, Finance and Taxation, of its municipal code. Reporting and payment of the city's 7% occupancy tax is made by the property owner directly to the City of Denton using its required reporting form.

New lodging properties must contact the city's Finance department before collecting the imposed 7% occupancy tax. Please contact the Finance department directly at (940) 349-8206 for more information.