

Short Term Rental (STR) Registration and Hotel Occupancy Taxes (HOT) Payment System

Quick Reference Guide STR Hotel Occupancy Tax

The new online system provides the Applicant the ability to establish a HOT account and pay for monthly HOT taxes.

IMPORTANT: a unique HOT Account and STR Permit is required for each unit within the property.

Once the HOT account is established, applicant is provided a unique HOT account number which is used to access the system when paying the monthly taxes. The HOT account number may also be associated with a City STR Permit to operate; however, STR permit applications are typically processed within five business days of receipt of the application, while HOT account numbers are issued automatically. Properties outside the San Antonio city limits are not required to obtain a City STR permit.

HOT Account Format

- HOT – 000000

Things you can do on the STR HOT and Permit System:

1. Register for a STR permit if your property is in the City limits and you already have a HOT account.
2. Apply for a STR permit and register for a HOT account if you don't have either.

3. Report monthly revenue and pay monthly HOT taxes if you have an assigned HOT account number.

This document will focus on Options 2 and 3 above.

APPLY FOR A PERMIT AND REGISTER FOR A HOT ACCOUNT.

STRs operating within the City of San Antonio are required to pay both City and Bexar County HOT. STRs located outside the City limits are required to pay only Bexar County HOT.

[Access the STR Online Portal](#)

Select: **“New Customer registration for HOT account and STR permit (within City Limits only)”**

The process starts with you entering the BCAD parcel ID for the STR. Your BCAD parcel number will indicate whether or not the property is or is not in the City limits; if the property is inside the City limits, the application for a STR permit will begin.

The system will then ask more questions to gather information regarding the STR.

You will have the opportunity to report the revenue for the STR and pay any HOT due beginning with the January 2019 reporting period. If you have no revenue for a reporting period, enter “0”.

If you choose to report the revenue for the STR and pay HOT, the system will calculate any penalties or interest due and you may pay with your Bank Account or Credit Card.

After completing the process, you will receive a new HOT account number. The system will email you a receipt for any HOT payment.

REPORT HOT REVENUE AND PAY

[Access the STR Online Portal](#)

Select: **“Pay Hotel Occupancy Tax on existing HOT account”**

The process starts with entering the HOT account number.

You will report the revenue for the STR and pay any HOT due beginning with the January 2019 reporting period. If you have no revenue for a reporting period, enter “0”.

The system will calculate any penalties or interest due and you may pay with your Bank Account or Credit Card.

The system will email you a receipt for any HOT payment.

Please note: If you received a STR Permit prior to setting up a HOT account number, you will need to call our office at 210-207-8667 for assistance.

