

HOME SHARE RENTAL REGISTRATION APPLICATION

Updated: October, 2018



CONTACT INFORMATION

Applicant's Name		Property Owner	
Applicant's Home Address		Owner's Mailing Address	
Applicant's Phone #		Owner's Phone #	
Applicant's Email		Owner's Email	

PROPERTY INFORMATION

Street Address of Rental Unit:

Type of Dwelling:

Single Family/Duplex Apartment Condominium Accessory Dwelling Other: _____

of Bedrooms available for rent: _____ **Maximum Occupancy:** _____

** Maximum occupancy = 2 adult guests per bedroom plus an additional 2 adults*

AUTHORIZATION

I understand the fees for and the process to obtain a Home Share Rental Permit and understand my responsibility to comply with the Home Share Rental Ordinance. I hereby certify and attest that this application and all required documentation is complete, accurate, and truthful under penalty of perjury under the laws of the State of Texas. I hereby submit this application and attachments for review by the City of San Marcos.

Filing Fee \$50

Technology Fee \$12

TOTAL COST \$62

Submittal of this digital Application shall constitute as acknowledgement and authorization to process this request.

APPLY ONLINE – WWW.MYGOVERNMENTONLINE.ORG/



CHECKLIST FOR HOME SHARE RENTAL REGISTRATION APPLICATION

The following items are requested for consideration of this application. These and additional items may be required at the request of the Department	Comments
<input type="checkbox"/> Proof that the premises is the primary residence of the applicant, including at least two of the following : <ul style="list-style-type: none"> • Motor Vehicle Registration • Driver's license • Texas State Identification Card • Voter Registration • Tax Documents • Utility Bill 	
<input type="checkbox"/> Proof of possession of the premises being registered, either by warranty deed, or by valid lease.	
<input type="checkbox"/> If the applicant is not the owner, the applicant must provide written documentation, signed by the property owner before a notary public, authorizing the applicant to operate a home share rental on the premises.	
<input type="checkbox"/> Application Filing Fee \$50 Technology Fee \$11	
**San Marcos Development Code Section 2.3.1.1(C): "Every application accepted by the responsible official for filing shall be subject to a determination of completeness...the responsible official is not required to review an application unless it is complete..."	

OWNER'S ACKNOWLEDGEMENT (if applicant is not the property owner)

I, _____ (owner) acknowledge that I am the rightful owner of the property located at _____ (address).

I hereby authorize _____ (home share applicant name) to submit this application for and operate a Home Share Rental at the above referenced address.

Signature: _____ Date: _____

Print Name: _____

STATE OF TEXAS

COUNTY OF _____

SWORN TO AND SUBSCRIBED BEFORE ME ON _____ (date)

BY _____, KNOWN PERSONALLY TO ME OR PROVIDED TO ME BY A PHOTO IDENTIFICATION, TO BE THE PERSON WHO EXECUTED THIS INSTRUMENT

SIGNED _____

NOTARY PUBLIC, STATE OF TEXAS

MY NOTARY EXPIRES ON _____