



City of Bastrop

Short-Term Rental Registration Checklist

This Application is intended to register short-term rentals within the municipal city limits of the City of Bastrop. This Application allows the rental of residential properties to short-term visitors, while preserving the quality of life and character of Bastrop neighborhoods. This Application ensures that owners and operators are following City, State, and Federal Law. This Application also ensures that the number of occupants within such rental units does not exceed the design capacity of the structure to cause health and safety concerns, and that minimum health and safety standards are maintained in such units to protect visitors from unsafe or unsanitary conditions.

Physical Address and Property ID of Short-Term Rental:

Address	City	State	Zip Code
---------	------	-------	----------

PID

Items to Attach to Checklist/MyGov:

- Completed Checklist
- Proof of Ownership
- Fire Safety Floor Plan
- Verification of current paid HOT tax
- Parking Plan

Square Footage of Short-Term Rental: _____

Number of Bedrooms: _____

Number of Parking Spaces: _____

Proposed Number of Occupants: _____

List of websites that Short-Term Rental is advertised on:

_____	_____
_____	_____
_____	_____

Owner’s Information:

_____	_____	_____	_____
Name	Telephone Number	Email Address	
_____	_____	_____	_____
Address	City	State	Zip Code

24/7 Local Contact Person’s Information:

_____	_____	_____	_____
Name	Telephone Number	Email Address	
_____	_____	_____	_____
Address	City	State	Zip Code

Certify Operation Statement:

This certifies the owner or operator of the short-term rental is in compliance with and will maintain compliance with the requirements of this Chapter, and with all applicable state and local laws, including applicable Fire and Building Code requirements regarding occupancy, smoke and carbon monoxide detectors, and fire extinguishers, and that the owner or operator shall be liable for any violations of applicable state and local laws. Please check the box if you agree.

I agree

***The Short-Term Rental non-refundable registration application fee is twenty-five dollar (\$25.00) annual, as referenced in Appendix A – Fee Schedule, and must be paid when the application is submitted to MyGov.