

LEAGUE CITY SHORT TERM RENTAL PERMIT APPLICATION INFORMATION

If you are an individual, partnership, corporation or organization operating a hotel or short-term rental (STR) in League City, TX, you must obtain a STR Permit and be registered to file and remit League City hotel occupancy taxes.

1. Short Term Rental Permits are issued by the City of League City Planning Department.

Please create an account and apply for your Short-Term Rental Permit through the City's online Customer Self Service (CSS) Permit Portal.

- Go To:
https://tylerenergovweb.leaguecitytx.gov/energov_prod/selfservice#/home
- Click "Login or Register"
- Create a CSS account
- Log in to your account
- Click "Apply"
- Search for "Short Term Rental" Permit
- Fill out the attached application, upload your documents and submit

2. Hotel Occupancy Tax Registration

League City uses an online HOT remittance system called MUNIREvs. You must register and create an account for your Short-Term Rental property in this new system. You will use MUNIREvs to calculate and pay city HOT taxes on a quarterly basis.

MUNIREvs Hotel Occupancy Tax Registration Steps:

- Go to <https://LeagueCity.munirevs.com>
- Click on the Green "Go" Button on the left-hand side for "New User Registration"
- Enter your email address and click "Continue"
- Follow the instructions on the verification email you receive. You will click on the link which directs you to a secure registration screen.
- Create a password and fill in your User Profile Information.
- Click "Continue to Business Profile" (orange button)
- On the Business Profile Page, you will connect your business using the 6-digit Account Number and 6-digit Activation Code.
- To Obtain Your Activation and Account Code, contact 1-888-751-1911 or support@munirevs.com for assistance.
- Click the blue "Lookup" button once both are entered.
- Choose a role from the drop-down list and click the green "Connect" button
- Click the orange "Go to Business Center" to enter your Business Center.
- Hotel Occupancy Tax forms are in the Open Tasks section of the Business Center.
Forms will be available on the 1st day of the month following the last day of the tax period.

LEAGUE CITY SHORT TERM RENTAL PERMIT APPLICATION FORM

Owner Information

- Name of Owner: _____
- Address of Proposed STR Property: _____
- Email Address: _____
- Telephone number: _____

Primary Local Operator Contact Information

- Contact Name for day-to-day business operations: _____
- Email: _____
- Phone: _____

Contact person must be accessible by this phone number 24 hours a day.

Short Term Rental - Property Information

- Total number of rentable rooms: _____
- Occupancy
 - Total number of sleeping areas: _____
 - Applicable overnight and daytime occupancy limit(s) of the proposed STR:
 - Overnight Occupancy limit: _____
 - Daytime Occupancy limit: _____
- Name of Subdivision/HOA & Contact Information: _____

- Please provide a statement of how the property will be rented. Will each room be rented separately, or will the entire property/home be rented as a whole? Will the property remain owner occupied?

STR Permit Checklist Documents – Please attach the requested documents below to this STR Permit Application, and upload as one PDF.

- Floor Plan - Identify sleeping areas, evacuation route(s), and location of fire extinguishers.
- Property Site Plan or Survey - Show structures and the location of parking spaces. Any short-term rental property shall accommodate the minimum required amount of parking as a single-family dwelling. If rooms are rented individually, additional parking may be necessary.

City HOT Tax Registration

- New User Registration in MUNIRevs is complete, I agree to collect and remit League City HOT Tax as required.
- MUNIRevs Account Number:

Property Owner's Signature:

NOTE: *The owner of the property, as listed on Galveston County Appraisal District, must sign this document for it to be processed.*

By signing below, I acknowledge that I have completed the required submissions and reviewed them for completeness and accuracy. I am authorizing that I am the owner of this property and am the use of my residence as a short term rental property.

Inspections

Life and Safety Inspections must be passed prior to the issuance of STR Permit. After your STR Permit Application documents are complete, you must request your Life & Safety Inspections from the Building Department and Fire Marshal's Offices.

Submission

Upload this Short-Term Rental Permit Application and Checklist Documents through the online permit portal or email to the **League City Building Department** at building@leaguecitytx.gov.

Definitions

Hotel - A hotel is a building in which members of the public obtain sleeping accommodations for consideration. Examples include hotels, motels, bed and breakfasts, rooming houses, skid mounted bunkhouses, tourist houses, tourist courts, manufactured homes, residency inns, condominiums, cabins, and cottages.

Business location - Any location where you provide sleeping accommodations for consideration.

City HOT Tax

The Hotel Occupancy Tax rate for League City is 7% which should be charged on gross revenues which include the nightly rental rate, cleaning fee, pet fee, smoking fee, rental damages, etc. New rental properties or properties going from a management company to independent management must pay the \$25 Short Term Rental Permit fee.

Due Dates - HOT Tax Reports are due by the 20th of the month following the reporting period. Properties which do not generate more than \$500 per month in taxes or \$1500 per quarter in taxes can report on a quarterly basis. Those due dates are April 20th, July 20th, October 20th and January 20th. A report must be filed on time even if there is no revenue. Failure to do so will result in a \$25 fine.

Penalties - Failure to comply with the STR registration or HOT payment requirements as outlined in Ordinance 88-58 is a Class C misdemeanor offense and is punishable upon conviction by a fine not to exceed five hundred dollars (\$500.00) per offense. Each day shall constitute a separate offense. Late payment penalties and interest will be assessed on all payments received after the due date. Delinquent and non-registered properties are subject to legal action.

Remittance - Hotel Occupancy Tax Reports and Payments may be made online through MUNIRev. The City accepts ACH Debit, or e-check as well as Mastercard and Visa. If you prefer to mail your payment, you may use the printable Hotel Occupancy Tax Report Form Below and send it along with your remittance to the Finance Department at: City of League City 300 West Walker St., League City, TX 77573. Questions? 281-554-1000

LEAGUE CITY HOTEL OCCUPANCY TAX REPORT FORM

QUARTER ENDING:

YEAR:

Total taxable receipts for all room occupancies \$ _____
Amount of tax collected (7%) \$ _____

I declare that the information contained in this document is true and correct to the best of my knowledge.

Signature:

Date:
