

City of Tempe
Short-Term Rental License
Application Walkthrough



Applying for a City of Tempe Short-Term Rental License

1. Go to www.tempe.gov/shorttermrentals and review the information available on our Short-Term Rental License.
 - a. Be sure to save the following documents to your computer prior to starting the application:
 - i. Proof your rental is registered with the Maricopa County Assessor (screenshots are accepted).
 - ii. Proof of, at least, \$500,000 liability coverage either from your own insurance company or proof from the online lodging marketplace where your property is advertised (screenshots are accepted).
 - iii. Proof of Lawful Presence in the United States (Driver's License, Passport, etc..)
2. After reviewing the information and saving your documents to your computer, click on the "Apply" button to access the City of Tempe Accela Citizen Access Portal.

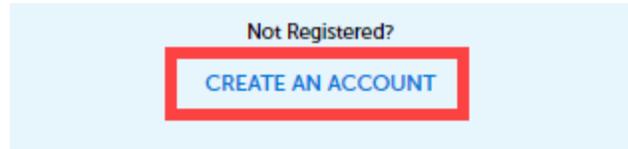
[Government](#) » [Financial Services](#) » [Sales Tax & Regulatory Licenses](#) »

Tempe Short-Term Rental License

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3. Once you are on the online portal, you will need to register for an account. To register, click “Create an Account.”



4. Fill out the following fields, click the checkboxes next to “I have read, understand, and agree to the Terms of Service” and “I’m not a robot” to proceed to the next step.

* Required Fields

USER NAME: *

E-MAIL ADDRESS: *

PASSWORD: *

TYPE PASSWORD AGAIN: *

ENTER SECURITY QUESTION: *
Select ▼

ANSWER: *

I have read, understand, and agree to the [Terms of Service](#) 

I'm not a robot 
reCAPTCHA
Privacy · Terms

CONTINUE

5. Select either Individual or Organization as the contact type for your account. Please note that selecting “Organization” requires a Mailing Address and a Business (Main) Address. If both addresses are the same, you will still need to enter both.

Select Contact Type

STEP 2 OF 2: CONTACT DETAILS

Required Address Types:

Individual - Mailing

Organization - Mailing and Business (Main)

To add another address, click "Add Address" at the bottom.

- Individual
- Organization

[Back](#)

6. More fields will appear once a Contact Type has been selected. Fill out the contact information fields as well as the address fields. To select an address type, click the dropdown box for “Address Type” and choose from the dropdown.

ADDRESS

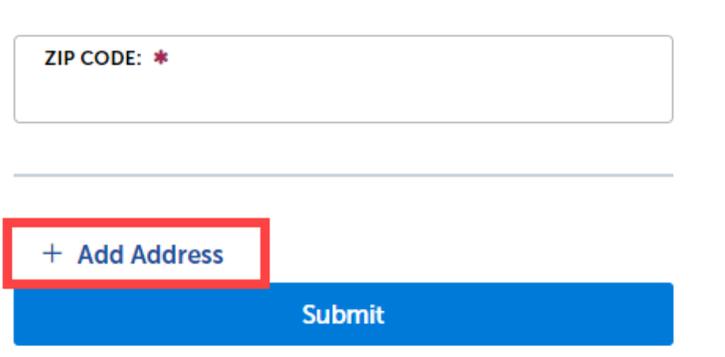
ADDRESS TYPE: *
Select

Mailing

Company

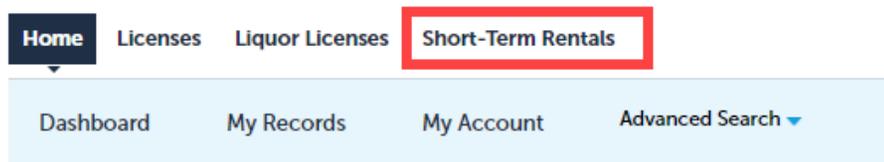
Business (Main)

7. If you selected “Individual” as the contact type and added your Mailing Address, you can click “Submit” at the bottom of the page. If you selected “Organization” as the contact type and added your Mailing Address, you will need to click “+ Add Address” to add the Business (Main) Address, then click “Submit.”



A screenshot of a web form. At the top, there is a text input field labeled "ZIP CODE: *". Below this field is a horizontal line. Underneath the line is a button with a red border containing the text "+ Add Address". Below that is a solid blue button with the text "Submit".

8. Your Registration is complete! You can now apply for the City of Tempe Short-Term Rental License. To access the application, log in using the information you just submitted and click on “Short-Term Rentals” near the top of the white screen.



9. Click on “Create an Application.”



10. Fill in all necessary address fields for your Rental Property Address.

Step 1: Address > Address

Enter the rental property address below.

EACH PROPERTY MUST BE LICENSED SEPARATELY. Multiple units in one building need to have their own City of Tempe Short-Term Rental license.

* indicates a required field.

Address

* Street No.:	Direction:	?	* Street Name:	Street Type:
<input type="text"/>	--Select--	▼	<input type="text"/>	--Select--
Unit Type:	Unit No.:			
--Select--	<input type="text"/>			
City:	State:	* Zip:		
<input type="text"/>	--Select--	<input type="text"/>		

Clear

Save and resume later

[Continue Application »](#)

11. To add your contact information from the registration process, click “Select from Account.”

Contact List

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

	Required Contact Type	Minimum
	Emergency Contact	1
	Property Owner	1

Select from Account

Add New

Look Up

Showing 0-0 of 0

Full Name	Business Name	Contact Type	Work Phone	Fax	E-mail	Action
No records found.						

Save and resume later

[Continue Application »](#)

12. A new window will pop up where you will select a Contact Type from the dropdown box labeled “Type.” If you are the Property Owner and Emergency contact for your property, you will first select “Property Owner” and click “Continue”, then you will repeat this process and select “Emergency Contact.”

Select Contact from Account

Connor Rhodes

*Type:

Select a contact to attach to the record.

Showing

- Select--
- Emergency Contact
- Owner Designee
- Property Owner

<input type="checkbox"/>	Address Type	Recipient	Address
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If your Emergency Contact will be another party, select “Add New” and follow the steps to manually enter in their information.

Contact List

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

	Required Contact Type	Minimum
	Emergency Contact	1
	Property Owner	1

Select from Account

Add New

Look Up

Showing 0-0 of 0

Full Name	Business Name	Contact Type	Work Phone	Fax	E-mail	Action
No records found.						

Save and resume later

[Continue Application »](#)

13. Once you see the two green check marks by the Required Contact Type section, click “Continue Application” to proceed.

Contact List

To add new contacts, click the Select from Account

	Required Contact Type	Minimum
	Emergency Contact	1
	Property Owner	1

14. At this point in the application, you will be required to enter your Transaction Privilege Tax (TPT) number and other information about your property including where/how you list it for rent. If you have multiple properties under one TPT number, you can enter the Location Code, however it is not required for the application. Be sure to read through the Affidavit section and check each box before clicking “Continue Application.”

AFFIDAVIT

* I agree to the Good Neighbor Policy. (Please select the (?) to read more information on the "Good Neighbor Policy".):

* I understand the requirement to post my City of Tempe Short-Term Rental License Number on all advertisements.:

* I (the owner) agree to comply with all applicable laws, regulations, and ordinances, including the requirement that the owner and each designee shall not be a registered sex offender, been convicted of any felony act that resulted in death or serious physical injury, or been convicted of any felony use of a deadly weapon within the past five years.:

* I understand that prior to offering the Short-Term Rental for rent for the first time, I (the owner) or designee shall provide neighbor notification to each single-family residential property adjacent to, directly across from, and diagonally across the street of the short-term rental. If the short-term rental is a multiple-residence unit, notice shall be provided to the owners or residents of all residential units located on the same floor of the same building as the short-term rental. :

* I acknowledge that it is my responsibility to provide written notice to the City of any change in information submitted in connection with an application for a license or renewal no less than ten (10) days prior to the effective date of the change. :

* A short-term rental shall comply with the federal, state, and local laws, including laws relating to public health and safety, sanitation, solid waste, hazardous waste, tax privilege licensing, property tax registration, traffic control, pollution control, noise, property maintenance, and nuisance abatement. :

* I understand that no later than twenty-four (24) hours before every stay, I (the owner) or my designee shall perform a background check on the person booking a vacation rental or short-term rental through the online National Sex Offender Public Website operated by the United States Department of Justice to ensure that there are no sex offenders at the vacation rental or short-term rental. Use the hyperlink above to access the National Sex Offender Public Website. This requirement is waived if the online lodging marketplace where the rental is advertised performs the background check. :

* I understand that I (or my Designee) need to retain a record (either in hard copy or electronic form) of the background check on the person booking the property for twelve (12) months after the booking date. Records of each background check shall be made available for inspection by the City upon demand during normal business hours. This requirement is waived if the online lodging marketplace where the rental is advertised performs the background check. :

Save and resume later

Continue Application »

15. On the next page, be sure to read through the Prohibited Uses section and check the box below before clicking “Continue Application.”

Short-Term Rental Application

1 Address	2 Applicant	3 Certificate Information	4 Review	5 Pay Fees	6
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Step 3: Certificate Information > Prohibited Uses

1. Any nonresidential use;
2. Holding a special event that requires a permit or license pursuant to a city or town ordinance or state law or rule;
3. Operating a retail business, restaurant, event center, banquet hall or similar use;
4. Housing sex offenders;
5. Operating or maintaining a sober living home;
6. Selling liquor, illegal drugs, or pornography;
7. Operating a nude or topless dancing;
8. Obscenity;
9. Adult Oriented Business; or
10. Any other use prohibited by A.R.S. § 9-500.39 or the City Code.

* indicates a required field.

Custom Fields

PROHIBITED USES

* I understand the above-mentioned prohibited uses for a Short-Term Rental:

Save and resume later

Continue Application »

16. Once on the Documents page, you will click “Add” to add all required documents to your application. If you did not save the required documents to your computer prior to the application, gather them and save them to your computer in a folder that is easy to find.

Short-Term Rental Application

1 Address	2 Applicant	3 Certificate Information	4 Review	5 Pay Fees	6
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Step 3: Certificate Information > Documents

Required Documents:

Proof of Liability Insurance of at least \$500,000, or evidence that each short-term rental transaction will be provided through a platform that provides equal or greater primary liability insurance coverage for the short-term rental (screenshots are accepted).

Proof of Registration with the [Maricopa County Assessor's Office](#) (screenshots are accepted).

Proof of Lawful Presence in the United States (click [here](#) to see a list of accepted forms of ID).

*Indicates required field

Attachment

The maximum file size allowed is 100 MB.

ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;pif;scr;sct;shb;sys;vb;vbe;vbs;vxd;wsc;wsf; are disallowed file types to upload.

This application type requires you to submit the following types of documents. Subject to the collected information, you may be required to submit additional documents prior to approval.

Proof of Liability Insurance, Proof of Registration with the Maricopa County Assessor's Office, Proof of Lawful Presence in the United States

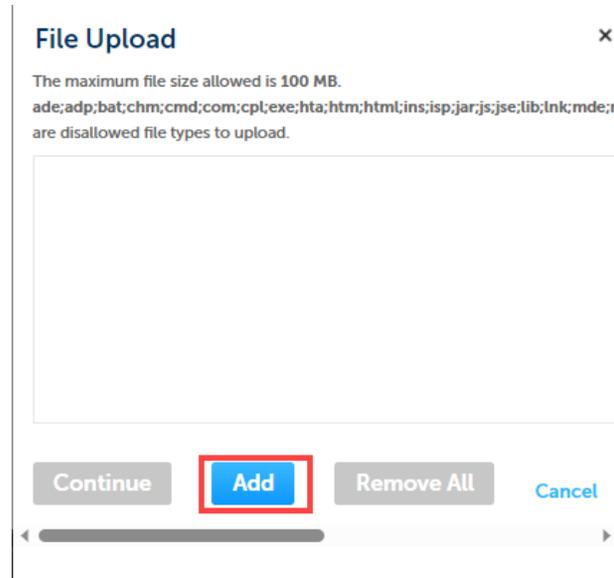
Name	Type	Size	Latest Update	Action
No records found.				

Add

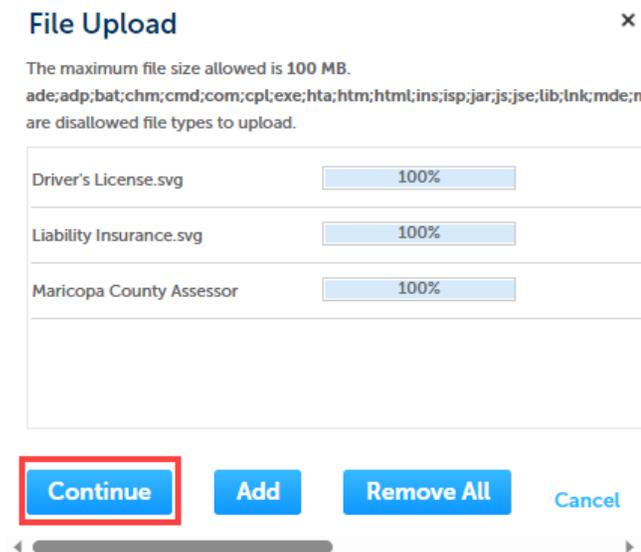
Save and resume later

Continue Application »

17. After clicking “Add” a new window will pop up. You will click “Add” on this window to bring up your computer’s file explorer.



18. Select all necessary documents, then click “Open” in your file explorer (on a Windows computer) to add them to the application. Click “Continue” as shown below.



19. Once back on the main application, you will need to go to each document and select the appropriate type with the “Type” dropdown and give a brief description for each. Once all three have their Type and Description, click “Save.”

*Type: --Select-- [Remove](#)

File:
Maricopa County Assessor
Registration.svg
100%

*Description:

[spell check](#)

Save Add Remove All

20. When your Attachment section looks like this, click “Continue Application” in the bottom right.

Attachment

The maximum file size allowed is 100 MB.
ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;mst;php;pif;scr;sct;shb;sys;vb;vbe;vbs;vxd;wsc;wsf;
are disallowed file types to upload.
This application type requires you to submit the following types of documents. Subject to the collected information, you may be required to submit additional documents prior to approval.
Proof of Liability Insurance, Proof of Registration with the Maricopa County Assessor's Office, Proof of Lawful Presence in the United States

Name	Type	Size	Latest Update	Action
Driver's License.svg	Proof of Lawful Presence in the United States	548 bytes	09/08/2023	Actions ▼
Liability Insurance.svg	Proof of Liability Insurance	635 bytes	09/08/2023	Actions ▼
Maricopa County Assessor Registration.svg	Proof of Registration with the Maricopa County Assessor's Office	714 bytes	09/08/2023	Actions ▼

[Add](#)

[Save and resume later](#)

[Continue Application »](#)

21. You will be directed to the Review page of the application. Scroll through and make sure all information is correct. At the bottom, read the certification section and check the box to electronically sign the application and click “Continue Application” to be directed to payment.

I certify that the statements made in this application are true and complete to the best of my knowledge. **Incomplete applications will not be processed.** Omissions or falsifications of information is sufficient grounds for denial of the application or later revocation in addition to other remedies authorized by Arizona Revised Statutes § 9-500.39 and City of Tempe Ordinance No. 02023.01.

By checking the box below, I (the Owner/Owner Designee) understand and agree to the above certification and am electronically signing and filing this application.

By checking this box, I agree to the above certification. Date:

[Save and resume later](#) [Continue Application »](#)

22. Click “Check Out” on this window to be directed to the shopping cart for check out.

Short-Term Rental Application

1	2 Applicant	3 Certificate Information	4 Review	5 Pay Fees	6 Record Issuance
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Step 5: Pay Fees

Listed below are preliminary fees based upon the information you've entered. Some fees are based on the quantity of work items installed or repaired. Enter quantities where applicable. The following screen will display your total fees.

Application Fees

Fees	Qty.	Amount
Short-Term Rental License Fee (Non-Refundable)	1	\$250.00

TOTAL FEES: \$250.00

Note: This does not include additional inspection fees which may be assessed later.

[Check Out »](#)

23. In the shopping cart, you will click “Checkout” again to be re-directed to the payment processor. **(NOTE: If you are submitting multiple applications for multiple properties, you must pay for each individually. You will not be able to add each fee to the shopping cart and make one lump sum payment.)**

Cart

1 Select item to pay	2 Payment information	3 Receipt/Record issuance
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Step 1: Select item to pay

Click on the arrow in front of a row to display additional information. Items can be saved for a future checkout by clicking on the Save for later link.

PAY NOW

20 E 6th St, Tempe AZ 85281

1 Application(s) | \$250.00

▶ Short-Term Rental Application
23TMP-002958

Total due: \$250.00

Total amount to be paid: \$250.00

Note: This does not include additional inspection fees which may be assessed later.

[Checkout »](#)

[Edit Cart »](#)

[Continue Shopping »](#)