



**Office of the City Treasurer**  
**Short-Term Residential Occupancy (STRO) Program**  
**Application Checklist**

**This checklist provides a list of information/documents that will be necessary to complete the online application for an STRO license once the application period opens.**

**1. Property Information**

- ✓ Full Address: \_\_\_\_\_
- ✓ Number of Bedrooms: \_\_\_\_\_
- ✓ Maximum number of guests: \_\_\_\_\_
- ✓ Property Parcel Number: \_\_\_\_\_
- ✓ Is there more than one dwelling unit on the parcel of land? \_\_\_\_\_
- ✓ Proof of right to occupy and allow STRO if not owner. A lease if the lessee is the host stating the lessee has legal right to occupy the dwelling unit and to sublease for less than a month.

**2. Host Information**

- ✓ Name: \_\_\_\_\_
- ✓ Phone Number: \_\_\_\_\_
- ✓ Email Address: \_\_\_\_\_

**3. Local Contact Information (may be same as Host)**

- ✓ Name: \_\_\_\_\_
- ✓ Phone Number: \_\_\_\_\_
- ✓ Email Address: \_\_\_\_\_

**4. Tax Account Information**

- ✓ Transient Occupancy Tax (TOT) Certificate number: \_\_\_\_\_  
*See [OpenData TOT](#) information or visit the [TOT webpage](#) to register.*
- ✓ Rental Unit Business Tax (RUBT) Account number: \_\_\_\_\_  
*See [OpenData RUBT](#) information or visit the [RUBT webpage](#) to register.*

**5. STRO Operations Information**

- ✓ Estimated number of STRO rental days per calendar year: \_\_\_\_\_
- ✓ For Whole Home License Applications (Tier 3 or Tier 4) Lottery Prioritization Points, PDF document upload supporting\*:
  - i. Proof of Booking Activity of more than 90 days per calendar year
  - ii. Proof of TOT Payments per calendar year

\*See Lottery FAQs #4 & #5 on the [STRO website](#) for additional information

**6. Host Advertisement Information**

- ✓ Hosting Platform / Property Management Company: \_\_\_\_\_
- ✓ Link to Advertisement: \_\_\_\_\_
- ✓ Host/Account ID Number (if applicable): \_\_\_\_\_

**7. Payment information in the form of credit card or ACH only.**

- ✓ Credit card payment - account number, expiration date and CVV code needed
- ✓ ACH payment - routing and account numbers needed
- ✓ Payment for application/license fee will show up on credit card/bank statement as "CSD DSD ONLN PMT 13881"

Detailed information is available on the [Application/License Info Sheet](#).

Updated: September 2022