

City of South Padre Island
Hotel Occupancy Tax and Short Term Rental Registration FAQ's
(Code of Ordinances: Chapter 11, Article XII)

What is Hotel Occupancy Tax?

A tax collected for short-term rental (STR) stays of less than 30 consecutive days.

Where can I find the information/ordinance pertaining to short-term rentals?

The information can be found in the South Padre Island Code of Ordinances located at myspi.org. Mouse over the "How Do I?" menu, and click Ordinance Codes, or by going [here](#); Chapter 11, Article XII pertains to STR's.

What is the Hotel Occupancy Tax rate?

Beginning January 1, 2017 the Hotel Occupancy Tax (HOT) rate increased to 17%. The new rate is broken down as follows: City HOT 8.5%, City Venue Tax 2%, County Venue Tax 0.5%, State HOT 6%.

What constitutes a short-term rental?

Short-term rentals are residential dwellings; single family residence, apartment, residential condo, or other residential real estate rented for less than 30 consecutive days.

How do I register?

After you have the MuniServices account number and Cameron County Appraisal District (CCAD) Property ID (PID), you may register online, [here](#). You will also need your Texas Taxpayer ID from the Texas Comptroller; see "*How do I get a Texas Taxpayer ID?*" below.

How do I get a MuniServices Account number?

You may apply for a MuniServices account number, [here](#); or by calling MuniServices directly at 1-866-240-3665.

How do I get the CCAD Property ID?

To locate the CCAD PID, you must visit the CCAD [website](#). Once there, select "Advanced"; you may search by last name, street number and name, **or** by selecting the drop down arrow next to "Condo" in the "additional criteria" section.

If you have questions or need assistance locating the PID for your property address, please contact CCAD directly at 956-399-9322, or HOT staff at 956-761-8382.

Can I search for registered/compliant Short-term rental properties?

Yes. We make the information available for easy access to the public. There is a public STR search page on myspi.org where registered STR properties may be examined. If you have doubts regarding whether or not a property is registered for short-term rental this is the best tool available.

What does CCAD stand for?

CCAD stands for Cameron County Appraisal District. You may access the website, [here](#). To search for a property ID, select the image of the house with magnifying glass at the top right of the web page or click [here](#).

Who can register my short-term rental?

Registration is the legal responsibility of the property owner; however, if hired by the owner, a management company or rental agent can register for the property owner. To register, the owner or agent will need to have 1.) A [MuniServices](#) account number established, 2.) Texas Taxpayer ID, and 3.) The [CCAD](#) PID. To apply for the STR permit, click [here](#).

How do I get a Texas Taxpayer ID?

To get a Texas Taxpayer ID, you must fill out the "[Texas Questionnaire for Hotel Occupancy Tax](#)", and send the questionnaire to Austin via USPS to pay the State HOT (6%). The address is located at the bottom of the first page of the questionnaire documents.

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If you have questions filling out the questionnaire and need assistance, call the Texas Comptroller of Public Accounts directly at 1-(800) 252-1385.

Is there a fee to register my property for a STR permit?

There is a registration fee of \$50 per property for 1.) Property owners/managers that have not been properly remitting Hotel Occupancy Tax for the same property that is being registered, and 2.) For properties that are new to short-term rentals. The registration fee was waived for owners who were properly remitting HOT (prior to April 15, 2015) for the same property.

Is there a fee to renew my STR permit?

There is no fee to renew the permit registration.

How often do I have to renew my STR permit?

Short-term rental permit registrations are set to expire one year from the date issued or previously renewed. You will receive a reminder via email 30 days, 15 days, and one week prior to the permit expiration. The reminder is currently sent out to the email listed under the 24/7 contact line.

What should I do once I am registered?

After your short-term rental unit/s are registered, a STR permit will be assigned to your property. The STR permit must be listed in any and all active advertisements for the unit/s registered.

Can I use one permit for all of my properties/units? What if I have more than one property?

No. Each property must be registered separately and each will receive an individual STR permit number.

What if my information changes after I register?

If any information on the registration form changes, the owner, Management Company, or rental agent must modify that information with the City within 30 days.

Who can be my local emergency contact?

The local contact person is the person designated by the owner or the operator who shall be available twenty-four (24) hours per day, seven (7) days per week and shall respond in person within one hour (with the signed rental contract in hand) to complaints from a City Official regarding the condition, operation, or conduct of occupants of the short-term rental unit. This person must also have the authority to take remedial action to resolve any such complaints.

What if I don't register my STR?

Any violation of Chapter 11, Article XII may be punished by a fine not to exceed Five hundred Dollars (\$500.00) for each offense, for each day such offense shall continue.

What is Venue Tax?

A venue tax is a hotel occupancy tax at a rate of two percent of the price paid for a hotel room that a city or county is authorized to levy to fund a "venue" project. A "venue" is an arena, coliseum, stadium or any other facility built to accommodate professional and amateur sports events or community events. Additionally, it can be a convention center or any of several types of related improvements in its vicinity.

What Venue projects are being considered?

Venue projects that have been proposed are as follows: Padre Boulevard Medians, Convention Centre Annex, Parking Garage, Wind and Water Sports Facility, and Amphitheatre.

Can I file my Hotel Occupancy Tax returns online?

You may file the local portion (City/County) of Hotel Tax at salestaxonline.com. For questions regarding, online account setup please contact MuniServices at 1-866-240-3665. For questions on how to file State of Texas Hotel Tax, please contact the Texas Comptroller at 1-800-252-1385.