


New Users Applying for a Short-Term Rental License

CITY OF SOUTH PADRE ISLAND, TX

www.myspi.org/hottax

STEPS for city compliance with H.O.T. & short term rentals:

To register a property for short term rental (STR), complete each step in the order listed below.

1. Apply for a STR License. 
2. List the license number in all advertisements of the property.
3. [File](#) HOT monthly before the 15th of each month.

To Renew or Update License information [Click Here](#).

To Browse all registered STR properties [Click Here](#).

New License Holders Creating an Account



City of South Padre Island, TX Short-Term Rental License Portal

Welcome to the City of South Padre Island, TX Short-Term Rental License Registration Portal!

All Short-Term Rentals within City of South Padre Island, TX are required to hold a valid Short-Term Rental License.

This portal allows License Holders to manage their licenses.

To apply for a Short-Term Rental License, start by creating an account using the button below. If you already have an account, please login using the panel on the right-hand side of the page. You can use the same account to manage licenses for multiple properties.

Create Account

Click Here

Account Login

To get started, please enter the email address associated with your Short-Term Rental Licenses below.

Email Address

Login

New License Holders Creating an Account



City of South Padre Island, TX Short-Term Rental License and Tax Portal

Email Address

Let's get started by entering your email address. We will send a code to this email address to verify that this is your real email address, so please make sure that this is a valid email address, and that you have access to this email address at all times. Please choose an email address that can be used for the duration of this license. For property managers, please use a company email address (not an employee's email address) that you will have access to for your company's duration, as email addresses cannot be updated for your account at this time.

Email Address

CONTINUE


BACK

» Check Email

✕ Create Account

Enter Email Address
and Click Continue

New License Holders Creating an Account


 City of South Padre Island, TX Short-Term Rental License and Tax Portal

Email Address

Let's get started by entering your email address. We will send a code to this email address to verify that this is your real email address, so please make sure that this is a valid email address, and that you have access to this email address at all times. Please choose an email address that can be used for the duration of this license. For property managers, please use a company email address (not an employee's email address) that you will have access to for your company's duration, as email addresses cannot be updated for your account at this time.

Email Address


hottax@myspi.org

 A user account already exists for this email address. [Login](#)

[CONTINUE](#) [BACK](#)

If your email is already on file you will receive this message. Click on Login

New License Holders Creating an Account

 City of South Padre Island, TX Short-Term Rental License and Tax Portal

Personal Details

Please enter your details below to create your account. These will be used as the License Holder information for any licenses you apply for.

First Name

Last Name

Company Name (optional)

Phone Number

Mailing Address

Check Email

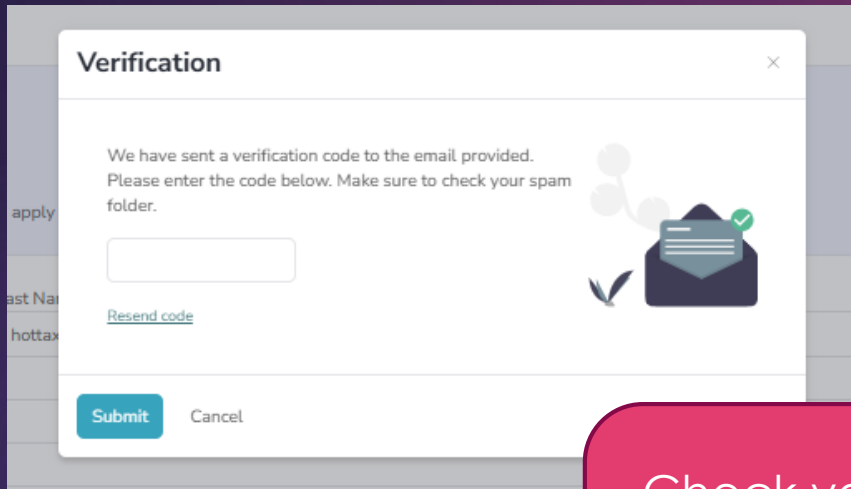
Create Account

CONTINUE

BACK

If your email is not on file
you need to fill in the
information and Click
Continue

New License Holders Creating an Account



A screenshot of a 'Verification' dialog box. It contains the text: 'We have sent a verification code to the email provided. Please enter the code below. Make sure to check your spam folder.' Below this is a text input field and a 'Resend code' link. At the bottom are 'Submit' and 'Cancel' buttons. An illustration of an envelope with a checkmark is on the right.

Check your email for
a verification code
that looks something
like this.



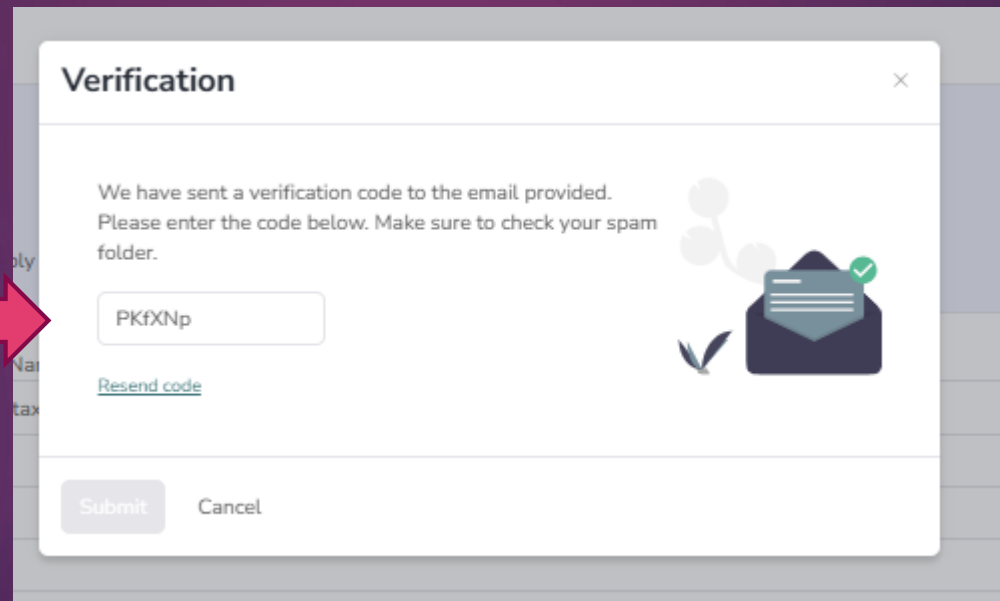
str-registration via Hottax
to hottax ▼

This is your secret login code:

PKfXNp

New License Holders Creating an Account

Copy and paste
code into field and
click submit.



A verification dialog box titled "Verification" with a close button (X) in the top right corner. The text inside reads: "We have sent a verification code to the email provided. Please enter the code below. Make sure to check your spam folder." Below the text is a text input field containing the code "PKfXNp". Underneath the input field is a link labeled "Resend code". To the right of the text and input field is an illustration of an open envelope with a checkmark on it, and some decorative circles. At the bottom of the dialog are two buttons: "Submit" and "Cancel".

Verification

We have sent a verification code to the email provided.
Please enter the code below. Make sure to check your spam folder.

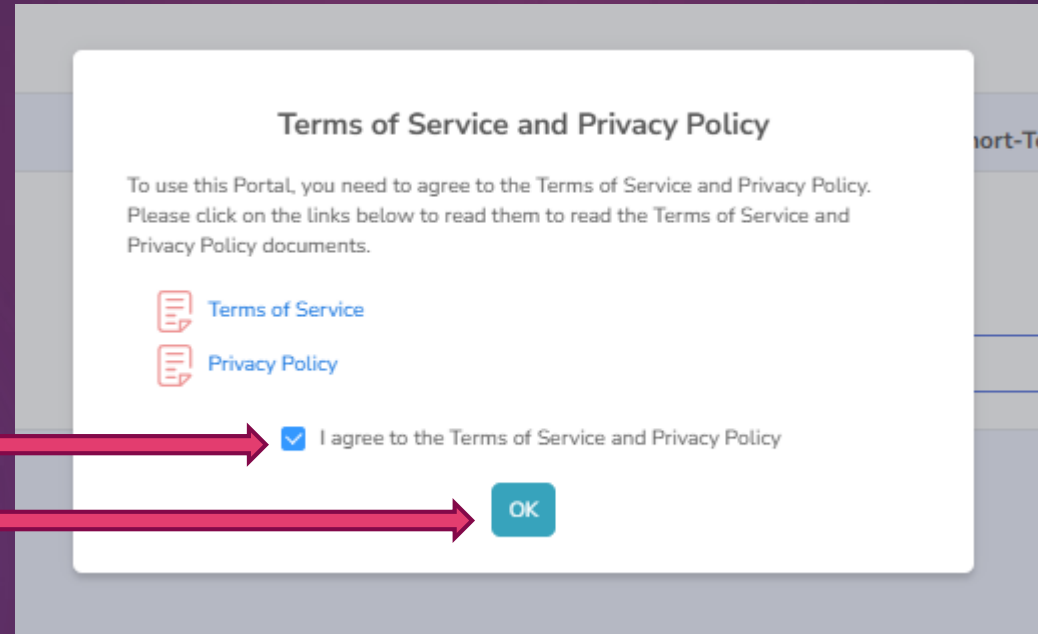
PKfXNp

[Resend code](#)

Submit Cancel

New License Holders Creating an Account


Click on the
box if you
agree to the
Terms of
Service and
Privacy Policy
Then click ok




The screenshot shows a white modal window titled "Terms of Service and Privacy Policy". The text inside reads: "To use this Portal, you need to agree to the Terms of Service and Privacy Policy. Please click on the links below to read them to read the Terms of Service and Privacy Policy documents." Below this text are two links, each preceded by a document icon: "Terms of Service" and "Privacy Policy". At the bottom of the modal, there is a checked checkbox followed by the text "I agree to the Terms of Service and Privacy Policy", and a blue "OK" button to its right. Two red arrows originate from the pink instruction box on the left: one points to the checkbox and the other points to the "OK" button.

Terms of Service and Privacy Policy

To use this Portal, you need to agree to the Terms of Service and Privacy Policy. Please click on the links below to read them to read the Terms of Service and Privacy Policy documents.

 [Terms of Service](#)

 [Privacy Policy](#)

☒ I agree to the Terms of Service and Privacy Policy

OK

New License Holders

Apply for a new STR License

The screenshot displays the user interface of the City of South Padre Island, TX Short-Term Rental License and Tax Portal. The header includes the city logo and the text "City of South Padre Island, TX Short-Term Rental License and Tax Portal" on the left, and a user profile "spi hottax" with a dropdown arrow on the right. The main content area is divided into two panels. The left panel, titled "Actions Required", contains a message "No outstanding actions." The right panel, titled "Active Short-Term Rental Licenses (0)", contains a message "You don't have any Active Short-Term Rental Licenses." and a button labeled "Apply for new License". This button is highlighted with a red rounded rectangle. A red arrow points from a red callout box below the button, which contains the text "Apply for new License", up to the button itself.

City of South Padre Island, TX Short-Term Rental License and Tax Portal spi hottax ▼

Actions Required

No outstanding actions.

Active Short-Term Rental Licenses (0)

You don't have any Active Short-Term Rental Licenses.

Apply for new License

Apply for new License

New License Holders

Apply for a new STR License



City of South Padre Island, TX Short-Term Rental License Application

Requirements

1. Non-refundable short-term rental license fee

The Rental License fee is \$125.00. This license is good for 1 year from date of issuance.

3. Texas Taxpayer ID

The Texas Taxpayer ID allows you to pay the State portion of HOT (6%).

All short-term rental properties require a Geo-ID for your license. Please click [here](#) to look up your Geo-ID.

4. Geo-ID

The Texas Taxpayer ID allows you to pay the State portion of HOT (6%).

To find or apply for your Texas Taxpayer ID [click here](#) or call [1-800-252-1385](tel:1-800-252-1385).

5. Meeting your responsibilities under your ordinance

1. Responsibility for registering your Short-term rental

The Owner/Operator who offers for rent or advertises for rent (in any manner) a short term rental of a dwelling must register for a short term rental license.

2. Update any information changes within 30 days

If any information on the registration form changes, the Owner/Operator must update the information within 30 days.

3. Displaying the license number

Your license number must be displayed in all advertisements (online, print, radio, television etc.).

For more information visit [Chapter 11, Article 10 of the SFI Code of Ordinances](#).

Click on the
“Continue” button
to acknowledge
that you have read
and understand the
requirements.

CONTINUE

BACK

» Application Requirements

✕ Property

✕ Registrant

✕ Property Contacts

✕ Property Details

✕ Listings

✕ Confirmation

✕ Payment

New License Holders

Apply for a new STR License



City of South Padre Island, TX Short-Term Rental License Application

Property

We need to know the Geo-ID of the property you wish to make available for Short-Term Rental License. You can type in your Geo-ID directly below if you already know it, or you can find the Geo-ID by typing in the property address.

- ☒ I know my Geo-ID
- ☐ I want to type in the property address

Geo-ID

[Lookup Geo-ID on County website](#)

If you know your Geo-Id you can type it in.

If not you can click on Geo-Id Link and search for it on the Cameron County Website.

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New License Holders

Apply for a new STR License

Property Search

Cameron County Website

Compound Text Search

Search by Account Number, Address or Owner Name

Property Search > 395642

Property | 395642

General Info

ACCOUNT

Property ID: 395642

Geographic ID: 67-6514-0000-0010-00

Tax Office:

Type:

Legal:

Description:

Property Use:

Agent: CONSULTING PROPERTY TAXES
LLC

(Authorized)

R

UNT 1 EAST KINGFISH CONDOMINIUM ASSOCIATION OF CO-OWNERS, I
NC. PLUS 25.0 % INT IN COM AREA (2015 CONDO DEC VOL 20432 PG 52
CCDR FILED 9/10/2014)

Search for your
address

Copy and Paste into the
Geo-Id field on Deckard

New License Holders

Apply for a new STR License



City of South Padre Island, TX Short-Term Rental License Application

Property information used for training purposes only

Property

We need to know the Geo-ID of the property you wish to make available for Short-Term Rental License. You can type in your Geo-ID directly below if you already know it, or you can find the Geo-ID by typing in the property address.

- ☐ I know my Geo-ID
- ☒ I want to type in the property address

Address of the rental property

125 |


- 125 Campeche
- 125 E Saturn
- 125 E Kingfish St
- 125 Polaris Port Isabel

If you don't know your Geo-ID you can also type in the property address

As you start typing a list of possible addresses populates at the bottom. Choose the correct one.

New License Holders

Apply for a new STR License

 City of South Padre Island, TX Short-Term Rental License Application

Property

Property information used for training purposes only

We need to know the Geo-ID of the property you wish to make available for Short-Term Rental License. You can type in your Geo-ID directly below if you already know it, or you can find the Geo-ID by typing in the property address.

☐ I know my Geo-ID

☒ I want to type in the property address

Address of the rental property

125 E Kingfish St

Selected property

125 E Kingfish St
Geo-ID: 6765140000001000

Unit Number (required if exists)
Multi-family structures such as apartments, condominiums or townhouses must list a unit number if they have one. Enter 0 if not applicable.

1

Rental Structure (required)


Condo ▾

CONTINUE BACK

Fill in the Unit Number and Rental Structure Then click on "Continue"

New License Holders

Apply for a new STR License

 City of South Padre Island, TX Short-Term Rental License Application

Registrant

Are you the owner of the rental property?

☒ Yes, I'm the owner

☐ No, I'm a property manager


[Add additional owner](#)

Make a Selection then click on "Continue"

[CONTINUE](#) [BACK](#)

New License Holders Apply for a new STR License

Fill out and then
click on
“Continue”

 City of South Padre Island, TX Short-Term Rental License Application

Property Contacts

Property Management Company
Professional property management means a licensed firm charged with operating a real estate property for a fee. Self Managed means an individual maintaining the property.

Are you using a Property Manager for this property?

☒ Self Managed
☐ Property Manager

Local 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 to complaints from a City Official regarding the condition, operation, or conduct of occupants of the short term rental unit; and take remedial action to resolve the complaint.

Who is the local contact for this property?

☐ Myself (the Owner)
☒ Someone else

Local Contact Information

First Name Last Name

Company Name (optional)

Email Address

Phone Number


Mailing Address

☐ Same as property address

Buttons:

New License Holders

Apply for a new STR License

 City of South Padre Island, TX Short-Term Rental License Application

Property Details

All fields must be completed before proceeding.

How many rentable bedrooms are in your Short-Term Rental?

What is the max occupancy of your Short-Term Rental?

How many parking space are available in your Short-Term Rental?


Texas Taxpayer ID
Please be advised that the owner is responsible for complying with the State of Texas Hotel Occupancy Tax (HOT 6%) reporting and payment requirements. To find or apply for your Texas Taxpayer ID [click here](#) or call [1-800-252-1385](tel:1-800-252-1385).

Fill in the Property Details and then click "Continue"

CONTINUE **BACK**

New License Holders

Apply for a new STR License

 City of South Padre Island, TX Short-Term Rental License Application

Listings

Please report each listing advertising your short-term rental.

This is optional.

+ Add listing

CONTINUE

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Optional

You can add your online listing here. If you choose not to just click "continue" to move on.

New License Holders

Apply for a new STR License

Click on the
Certification

Type in your
name under
Legal Name of
Authorized
Signatory

Click "Continue"

City of South Padre Island, TX Short-Term Rental License Application

Confirmation

Please confirm the information below to proceed to the payment step.

Property Address 125 E Kingfish St	Unit Number 1
Geo-ID 6765140000001000	Rental Structure Condo
License Holder Same as owner #1	Property Manager Same as owner #1
Owners	Local Contact Same as owner #1

Owner #1

First Name
spi

Last Name
hottax

Company Name
City of SPI

Phone Number
9567618382

Email
hottax@myspi.org

Mailing Address
4601 Padre Blvd South Padre Island TX 78597

Property Details

Listing web addresses
No listings provided.

Supplemental Questions

Certifications

☐ I certify that the information provided on this application is true and correct.

Electronic Signature

Legal Name of Authorized Signatory

Date
09/29/2025

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New License Holders

Apply for a new STR License

City of South Padre Island, TX Short-Term Rental License Renewal

Payment

Total Amount Due
\$125.00

License Fee
\$125.00

Payment Method

The button below will take you to our third-party payment system to make your payment.

[Pay \\$125.00](#)

[BACK](#)


- Renewal Requirements
- Property Contacts
- Property Details
- Confirmation
- Payment

Press on "Pay" button

New License Holders

Apply for a new STR License

Make a selection
on Payment
format. Credit
Card or ACH/Bank
Account



South Padre Island Payment Portal

"" indicates required fields

Choose Payment Type *

- ☐ Credit Card
☐ ACH/Bank Account/e-Check

Billing Name

First *

Last *

Billing Address

Street Address *

City *

State / Province *

ZIP / Postal Code *

Country *

Thank you for using our secure online payment form.

Submit Payment

New License Holders

Apply for a new STR License

Credit Card: Fill out
Credit Card
information and
Submit Payment

South Padre Island Payment Portal

"*" indicates required fields

Choose Payment Type *

- ☒ Credit Card
☐ ACH/Bank Account/e-Check

Amount Due	Credit Card Processing Fee	Total
Amount: \$125.00	Amount: \$3.93	\$128.93

Billing Name

First *

Last *

Billing Address

Street Address *

City *

State / Province *

ZIP / Postal Code *

Country *

Credit Card



Card Number *

New License Holders

Apply for a new STR License

ACH/ Bank
Account-Check:
Enter
information and
submit payment

South Padre Island Payment Portal

*** indicates required fields

Choose Payment Type *

- ☐ Credit Card
- ☒ ACH/Bank Account/e-Check

Amount Due

Amount: **\$125.00**

Total

\$125.00

Customer Convenience Fee

Amount: **\$2.50**

Billing Name

First *

Last *

Billing Address

Street Address *

City *

State / Province *

ZIP / Postal Code *

Country *

United States ▼

ACH/Bank Account/e-Check

Account Number *

Account Type *

Select ▼

Routing Number *

New License Holders

Apply for a new STR License

Thank you! Your Short-Term Rental License Application has been submitted successfully! We have emailed you details of the application.

[Return to Dashboard](#)

You will be emailed a confirmation with details of the submitted application.