

Filing and Paying Hotel Occupancy Taxes (HOT)

CITY OF SOUTH PADRE ISLAND

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. (Step By Step Guide for New STR License)
- 2. List the license number in all advertisements of the property.
- 3. File HOT monthly before the 15th of each month.

new or Update License information <u>Click Here</u>. (Step by Step Guide for <u>Renewal</u>) (Step by Step Guide for <u>Update</u>)

To Browse all registered STR properties Click Here.



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.

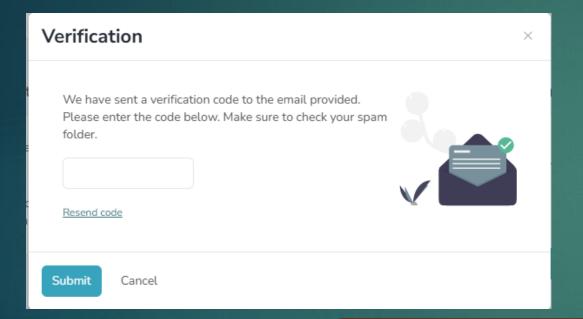
Create Account

Account Login

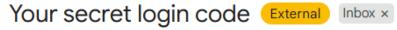
To get started, please enter the email address associated with your Short-Term Rental Licenses below.

Email Address

Enter your email address and click "Login"



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





str-registration@deckard.com via us-west-2.amazonses.com to me 🕶

This is your secret login code:

UPZ4gB

Verification

X

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

UPZ4gB

Resend code



Submit

Cancel

Copy and paste code into field and click "Submit"

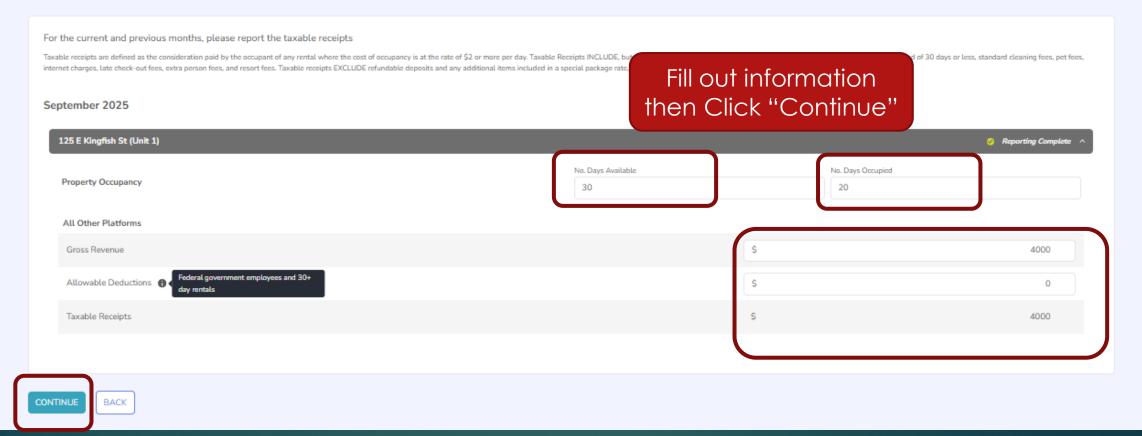


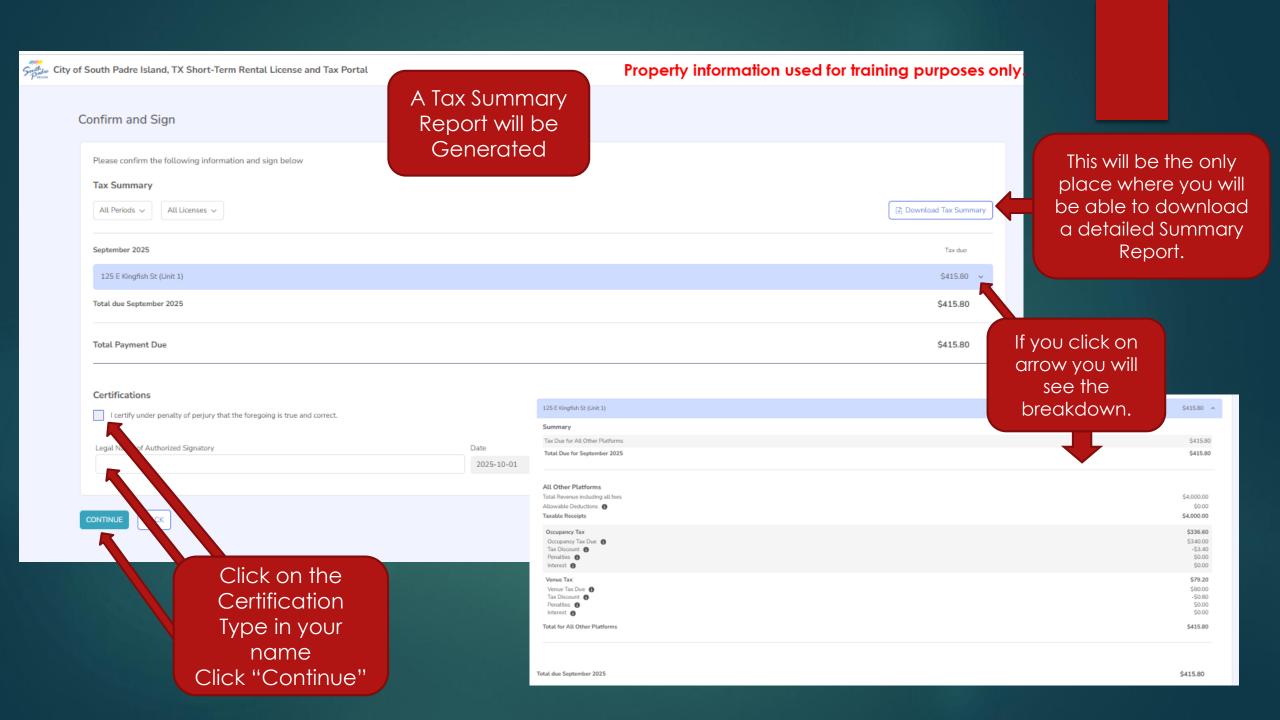
If no button shows under the "Actions Required" section you can click here to pay taxes too.



Property information used for training purposes only.

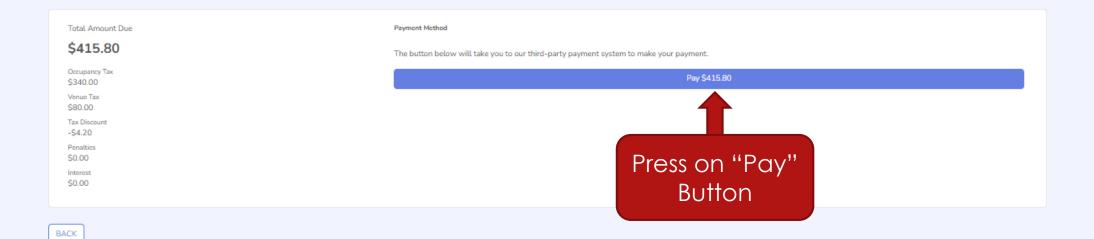
Report Revenue







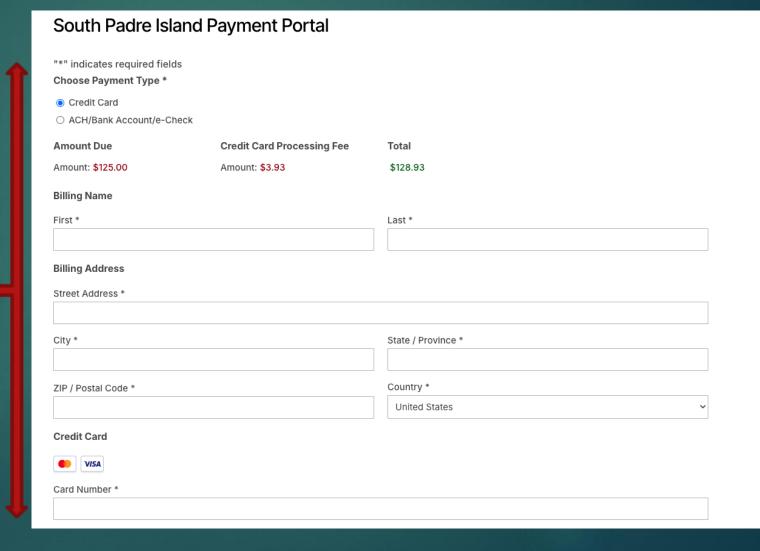
City of South Padre Island, TX Short-Term Rental License and Tax Portal



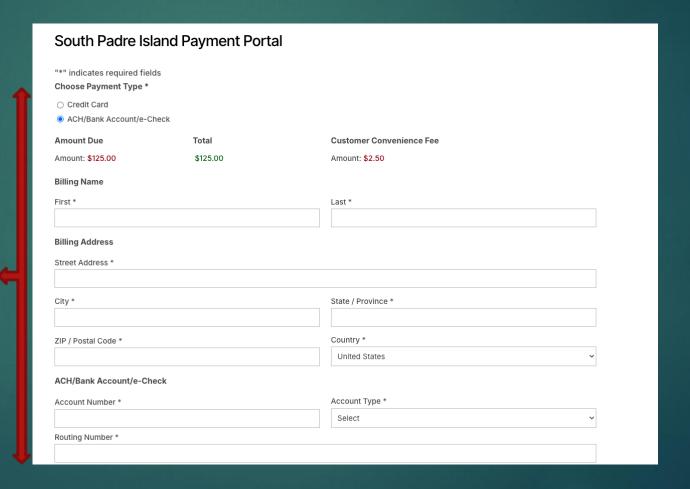
Make a selection on Payment format. Credit Card <u>or</u> ACH/Bank Account

South Padre Island Payment Portal "*" indicates required fields Choose Payment Type * Credit Card O ACH/Bank Account/e-Check **Billing Name** First * Last * **Billing Address** Street Address * City * State / Province * Country * ZIP / Postal Code * United States Thank you for using our secure online payment form. Submit Payment

Credit Card: Fill out Credit Card information and Submit Payment



ACH/ Bank
Account/e-check:
Enter information and
submit payment





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

Thank you! Your Short-Term Rental License Application has been submitted successfully! Your confirmation number is: 000000768719. We have emailed you details of the application.

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

HOT-Bulk Filing



Property information used for training purposes only.

Angie Barrera 🗸



 6200 Padre Blvd South Padr 2025-0017 	e Island 78597 (Unit 0) Expiration: 2026-09-29	View
100 Padre Blvd South Padre 2025-0016	·	View
310a Padre Blvd South Padr 2025-0014	e Island 78597 (Unit 7) Expiration: 2026-09-24	View
310a Padre Blvd South Padr 2025-0013	e Island 78597 (Unit 6) Expiration: 2026-09-24	View
+ 10 more Active Licenses		
Apply for new License	Pay Tax	See all Licenses

If no button shows under the "Actions Required" section you can click here to pay taxes too.

Select Properties for Tax Reporting

Address

Property information used for training purposes only.

Tax Reporting This Period

Incomplete

Owner's Name

Angie Barrera Angie Barrera

Gio Bouquet

Angie Barrera

Angie Barrera

maria herrera

dolly castillo

Angie Barrera

rodrigo gimenez

Angie Barrera

Angie Barrera

Angie Barrera

TENZI HERNANDEZ

September 2025

125 E Kingfish St (Unit 0) 2025-0001 Incomplete 110 E Capricorn (Unit 0) 2025-0002 Incomplete 111 Huisache S Padre (Unit 2) 2025-0003 Incomplete 130 E Campeche (Unit 3) 2025-0004 Incomplete 310a Padre Blvd South Padre Island 78597 (Unit 1) 2025-0008 Incomplete 2025-0009 310a Padre Blvd South Padre Island 78597 (Unit 2) Incomplete 2025-0010 Incomplete 310a Padre Blvd South Padre Island 78597 (Unit 3) 2025-0011 Incomplete 310a Padre Blvd South Padre Island 78597 (Unit 4) 310a Padre Blvd South Padre Island 78597 (Unit 5) 2025-0012 Incomplete 2025-0013 310a Padre Blvd South Padre Island 78597 (Unit 6) Incomplete 310a Padre Blvd South Padre Island 78597 (Unit 7) 2025-0014 Incomplete 100 Padre Blvd South Padre Island 78597 (Unit 0) 2025-0016 Incomplete

License Number

2025-0017

Your properties that are registered for tax reporting and remittance in the selected period are listed below. Please select the properties for which you wish to report at this time.

Add Additional Periods

✓ Hide Inactive Licenses

6200 Padre Blvd South Padre Island 78597 (Unit 0)

Select form of filing. Individual or Bulk

Select all

the

properties

you want

to file for.

How would you like to report tax for the selected properties?

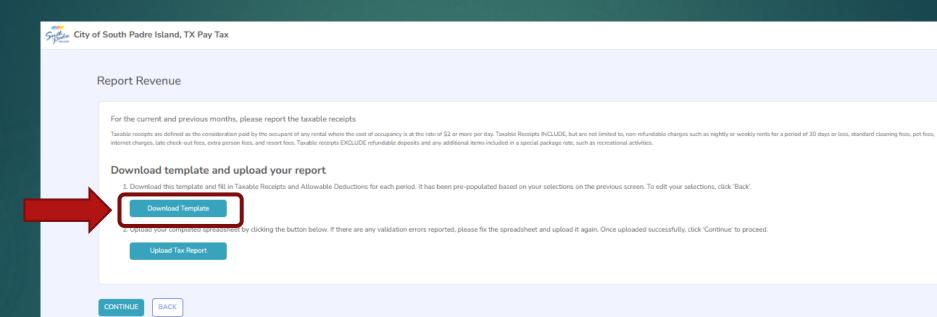
For tax reporting of 10 or more properties, you can report individually, or upload in bulk using a spreadsheet template on the next screen.

Individually Bulk Upload (Spreadsheet)

Click "Continue"

CONTINUE





Property information used for training purposes only.

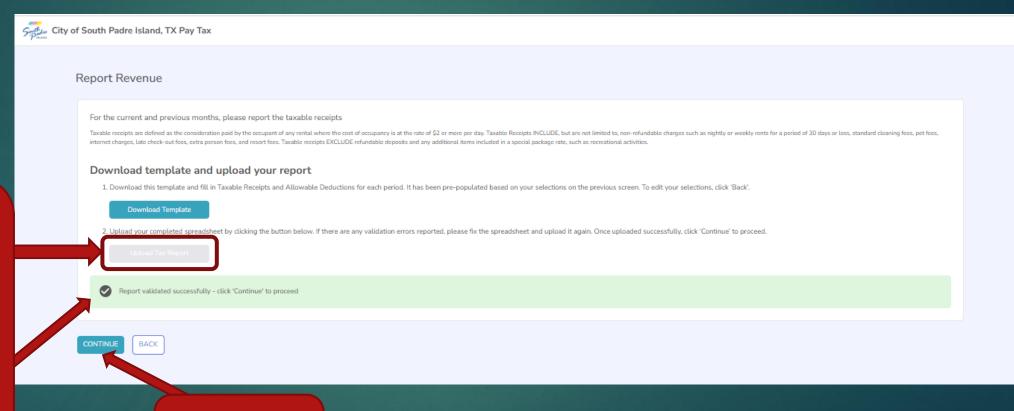
/ \		-				
Period	Permit Number	Property Address	Provider	Total Revenue	Allowable Deductions	
September 2025	2025-0001	125 E KINGFISH ST	other	3000	3000	
September 2025	2025-0002	110 E CAPRICORN	other	1000	0	
September 2025	2025-0003	111 HUISACHE S PADRE	other	1000	0	
September 2025	2025-0004	130 E CAMPECHE	other	5000	0	
September 2025	2025-0008	310A PADRE BLVD SOU	other	500	0	
September 2025	2025-0009	310A PADRE BLVD SOU	other	1500	0	
September 2025	2025-0010	310A PADRE BLVD SOU	other	2000	0	
September 2025	2025-0011	310A PADRE BLVD SOU	other	600	0	
September 2025	2025-0012	310A PADRE BLVD SOU	other	540	0	
September 2025	2025-0013	310A PADRE BLVD SOU	other	581	0	
September 2025	2025-0014	310A PADRE BLVD SOU	other	1680	0	
September 2025	2025-0016	100 PADRE BLVD SOUTH	other	250	0	
September 2025	2025-0017	6200 PADRE BLVD SOU	other	5000	0	

A spreadsheet will populate with all of your properties information.

Only Fill in the Total
Revenue and Allowable
Deductions Columns.
Once every space is filled
save the spreadsheet to
your computer and go
back to the filing
application.



Spreadsheet will be validated. If everything looks good you will get this message.



Click

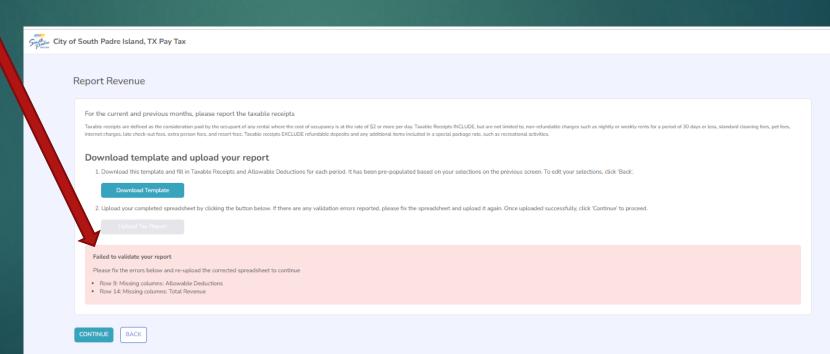
"Continue"

If you didn't fill all the spaces under Total Revenue and Allowable Deduction Columns you will get a Failed message with details on what was missed on spreadsheet.

In this case you will need to go back to the spreadsheet, make corrections, and save. Then you will need to Upload the Tax Report again.

Property information used for training purposes only.

A	В	С	D	Ł	F	
Period	Permit Number	Property Address	Provider	Total Revenue	Allowable Deductions	
September 2025	2025-0001	125 E KINGFISH ST	other	3000	3000	
September 2025	2025-0002	110 E CAPRICORN	other	1000	0	
September 2025	2025-0003	111 HUISACHE S PADRE	other	1000	0	
September 2025	2025-0004	130 E CAMPECHE	other	5000	0	
September 2025	2025-0008	310A PADRE BLVD SOU	other	500	0	
September 2025	2025-0009	310A PADRE BLVD SOU	other	1500	0	
September 2025	2025-0010	310A PADRE BLVD SOU	other	2000	0	
September 2025	2025-0011	310A PADRE BLVD SOU	other	600		
September 2025	2025-0012	310A PADRE BLVD SOU	other	540	0	
September 2025	2025-0012	SOUTH ADRE BLVD SOU	other	581	0	
	2025-0014	310A PADRE BLVD SOU	other	1680	0	
September 2025	2025-0016	TUD COUT	othor	250	0	
September 2025	2025-0017	6200 PADRE BLVD SOU	other		0	





A Tax Summary Report will be Generated

Confirm and Sign

Please confirm the following information and sign below		
Tax Summary		
All Periods V All Licenses V Prope	erty information used for training purposes only.	Download Tax Summary
September 2025		Tax due
125 E Kingfish St (Unit 0)		\$0.00 ~
110 E Capricorn (Unit 0)		\$103.95 🗸
111 Huisache S Padre (Unit 2)		\$103.95 V
130 E Campeche (Unit 3)		\$519.75 🗸
310a Padre Blvd South Padre Island 78597 (Unit 1)		\$51.97 🗸
310a Padre Blvd South Padre Island 78597 (Unit 2)		\$155.92 🗸
310a Padre Blvd South Padre Island 78597 (Unit 3)		\$207.90 ~
310a Padre Blvd South Padre Island 78597 (Unit 4)		\$62.37 🗸
310a Padre Blvd South Padre Island 78597 (Unit 5)		\$56.13 🗸
310a Padre Blvd South Padre Island 78597 (Unit 6)		\$60.40 🗸
310a Padre Blvd South Padre Island 78597 (Unit 7)		\$174.63 ∨
100 Padre Blvd South Padre Island 78597 (Unit 0)		\$25.99 ~
6200 Padre Blvd South Padre Island 78597 (Unit 0)		\$519.75 ~
Total due September 2025		\$2,042.71
Total Payment Due		\$2,042.71

This will be the only place where you will be able to download a detailed
Summary Report.

If you click on each arrow you will also get the individual breakdown of each property.

Please confirm the following information and sign below Tax Summary All Periods V All Licenses 🗸 Download Tax Summary Property information used for training purposes only. September 2025 Tax due 125 E Kingfish St (Unit 0) \$0.00 ~ 110 E Capricorn (Unit 0) \$103.95 🗸 111 Huisache S Padre (Unit 2) \$103.95 ~ 130 E Campeche (Unit 3) \$519.75 ^ Summary Tax Due for All Other Platforms \$519.75 Total Due for September 2025 \$519.75 All Other Platforms Total Revenue including all fees \$5,000.00 Allowable Deductions 6 \$0.00 Taxable Receipts \$5,000.00 Occupancy Tax \$420.75 Occupancy Tax Due 1 \$425.00 Tax Discount 1 -\$4.25 Penalties (1) \$0.00 Interest 6 \$0.00 Venue Tax \$99.00 \$100.00 Venue Tax Due 1 Tax Discount 1 -\$1.00 Penalties 1 \$0.00 Interest 1 \$0.00 Total for All Other Platforms \$519.75 310a Padre Blvd South Padre Island 78597 (Unit 1) \$51.97 ~ 310a Padre Blvd South Padre Island 78597 (Unit 2) \$155.92 ~

Breakdown provided



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

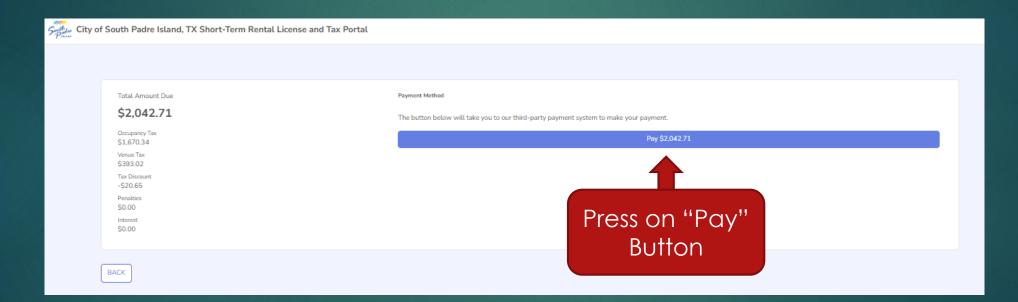
Confirm and Sign



Click on the Certification Type in your name under Legal Name of Authorized Signatory Click "Continue"



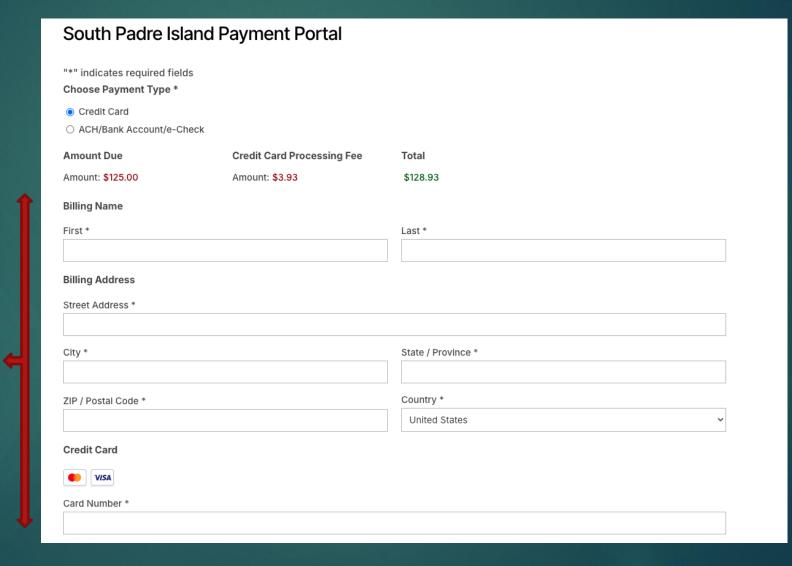




Make a selection on Payment format. Credit Card <u>or</u> ACH/Bank Account

South Padre Island Payment Portal "*" indicates required fields Choose Payment Type * Credit Card O ACH/Bank Account/e-Check **Billing Name** First * Last * **Billing Address** Street Address * City * State / Province * ZIP / Postal Code * Country * United States Thank you for using our secure online payment form. Submit Payment

Credit Card: Fill out Credit Card information and Submit Payment



ACH/ Bank
Account/e-check:
Enter information and
submit payment

South Padre Island Payment Portal "*" indicates required fields Choose Payment Type * Credit Card ACH/Bank Account/e-Check **Customer Convenience Fee Amount Due** Total Amount: \$125.00 \$125.00 Amount: \$2.50 Billing Name First * Last * Billing Address Street Address * City * State / Province * Country * ZIP / Postal Code * United States ACH/Bank Account/e-Check Account Type * Account Number * Select Routing Number *



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