



Department of  
**CITY PLANNING**

Office of Buildings – Short-Term Rental Division  
 55 Trinity Avenue, Suite 3800  
 Atlanta, Georgia 30303  
 Email: [STR@atlantaga.gov](mailto:STR@atlantaga.gov)

**SHORT-TERM RENTAL LICENSE DOCUMENT SUMMARY**

**\*\* ALL AFFIDAVITS MUST BE NOTARIZED \*\***

Applicant applying for a STRL	Documents Needed	Proof of Primary Residence Documents	Proof of Ownership Documents
<b>Owner</b>	<u>Required Documents</u> Government issued ID of homeowner Government issued ID of STR agent STR Primary Residence Homeowner's Affidavit STR Agent Affidavit Authorization <i>(Owner can be the STR Agent and must submit affidavit)</i>	<u>Required Document</u>  Utility Bill- <i>Must show a street address &amp; be dated within the past six (6) months. Examples of utilities include electricity, water, and gas</i>	<u>Required Deed</u>
<b>STR Agent</b> <i>Applying on behalf of the STR Owner or Long-Term Tenant</i>	<u>Required Documents</u> Government issued ID of homeowner Government issued ID of long-term tenant Government issued ID of STR Agent STR Primary Residence Homeowner's Affidavit <i>(If applying on behalf of the homeowner)</i> Long-Term Tenant Homeowner's Affidavit <i>(If applying on behalf of the long-term tenant)</i> STR Agent Affidavit Authorization	<u>Required Documents For Owner or Long-Term Tenant</u>  Utility Bill- <i>Must show a street address &amp; be dated within the past six (6) months. Examples of utilities include electricity, water, and gas.</i>  <u>Long-Term Tenant</u>  Rental agreement <u>or</u> Lease agreement	<u>Required Deed</u> -Request from owner or property manager
<b>Long-Term Tenant</b>	<u>Required Documents</u> Government issued ID of homeowner Government issued ID of long-term tenant Government issued ID of STR agent Long-Term Tenant Homeowner's Affidavit STR Agent Affidavit Authorization <i>(Long-Term Tenant can be the STR Agent)</i>	<u>Required Documents</u> Utility Bill- <i>Must show a street address &amp; be dated within the past six (6) months. Examples of utilities include electricity, water, and gas.</i> Rental agreement <u>or</u> Lease agreement  <u>Optional</u> Other supporting documents	<u>Required Deed</u> -Request from owner or property manager
<b>Entity</b> <i>Refer to the "STRL Process" document for details.</i>	<u>Required Documents</u> Government issued ID of owner of the entity Government issued ID of STR agent Entity Ownership Affidavit- Primary Residence STR Agent Affidavit Authorization <i>(Long-Term Tenant can be the STR Agent)</i>	<u>Required Documents</u>  Utility Bill- <i>Must show a street address &amp; be dated within the past six (6) months. Examples of utilities include electricity, water, and gas.</i>  <u>Optional</u> Other supporting documents	<u>Required</u> Certificate of Organization of the entity Current Annual Registration of the entity Deed  <u>Optional</u> Other supporting documents to prove ownership.



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### Additional Documents Needed

#### Proof of Neighbor Notification

(Needed for the Primary Residence & Additional Dwelling Unit)

**Documents:**

Copy of the stamped "Certified Mail Receipt"/"PS Form 3800," proving notification was sent to adjacent properties. Refer to the "STR Process" for guidance.  
*Notify neighbors to the left and right of your property.*

Copy of letters

*The verbiage on the STR Letter template can be edited to fit your scenario.*

#### Short-Term Rental Rules

(Needed for The Primary Residence and The Additional Dwelling Unit)

**Documents:**

• **Written rules posted in the STR unit including:**  
- Acknowledge that it is unlawful to allow or make any noise or sound that exceeds the limits set forth in the City's noise ordinance (City code Sec. 74-131).  
- Acknowledge the maximum occupancy of the STR unit is limited to 2 adults per bedroom, number of parking spaces provided and the location of the parking spaces on site.  
- Acknowledgement and agreement that violations may result in immediate termination of the STR license.

Refer to the "Sample STR Rules" under "Additional Resources" on the STR webpage.

**Tip:** Add additional STR rules to the required rules as stated in **Section 20-1005. (b).**

#### Multi-family Building Requirement:

(For Individuals Living in Townhomes, Apartments or Condos)

**Documents:**

**Evacuation Plan:**  
Must submit an evacuation plan map with the STRL application showing the exit path from your unit in the event of a fire or emergency. The evacuation plan must be posted in each unit. You may be able to obtain a map from the owner of the building or from the property manager of the building.

**STR Primary Residence Homeowner's Affidavit**  
(Owner occupied)

**Long-Term Tenant Homeowner's Affidavit:**  
(Tenant occupied)

Signed by the owner or property manager of the building granting approval to use the unit as a STR.



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<b>Additional Dwelling Unit Document Requirements</b>		
<b>Documents:</b>	Government Issued ID <i>(Needed if the owner of the additional unit is different from the primary residence owner)</i> Additional Dwelling Unit Homeowner Affidavit Copy of Letters Copy of the stamped "Certified Mail Receipt"/"PS Form 3800"	Deed Other supporting documents to prove ownership.
<b>Entity Owned Additional Dwelling Unit Document Requirements</b> <i>(Needed for Dwelling Units Owned by An Entity)</i>		
<b>Documents:</b>	Government issued ID of owner of the entity Entity Ownership Affidavit- Additional Dwelling Unit Copy of Letters Copy of the stamped "Certified Mail Receipt"/"PS Form 3800"	Certificate of Organization of the entity Current Annual Registration of the entity Deed Other supporting documents to prove ownership.