



Short-Term Rental Renewal Process

An automatic "About to Expire" email will be issued 30 days prior to the short-term rental license (STRL) expiration date. The email will have instructions on how to renew. For more information, refer to the "STRL Renewal How to Guide".

Please review the other information below regarding STRL renewals.

- If you have changes to report to your STRL application such as phone number or change in STR agent, prior to renewal, please send an email telling us that you have changes. See detailed instructions below.
- To renew your short-term rental license (STRL), you must complete a notarized "Short-term Rental Renewal Affidavit" and upload it to your renewal application.
- Once payment is received, please allow 2 days for processing.
- If you have an additional property with a different expiration date from your primary residence STRL, you will receive a separate email 30 days prior to expiration. You will not be prompted to make a payment for the additional property record.

As a courtesy, we will grant a ten (10) business day grace period for you to renew your STRL after your expiration date.



Department of
CITY PLANNING

Office of Buildings

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STRL Application Changes

Send an email to Str@atlantaga.gov specifying the changes that you made to your STRL application. Please include your address and STRL number. After the changes are made on your application, you can upload a notarized “Short-term Rental Renewal Affidavit” through the STRL renewal application process.

Instructions

- If your contact information or STR agent has changed, you will need to send an updated certified letter to your neighbors to inform them of the changes.
 - Attach copies of the updated neighbor letter notification to your STRL renewal application.
 - Attach copies of “Certified Mail Receipt”/”PS Form 3800” to your STRL application
- If you are changing your STR agent, you must submit an updated “STR Agent Authorization Affidavit.”
 - Attach the notarized “[STR Agent Authorization Affidavit](#)” to your STRL renewal application.
- If your primary residence has changed, you must submit a new STRL application.