STEP-BY-STEP PROCESS TO RENEW SHORT-TERM RENTAL LICENSE

Step 1: Click on the Link below to reach the City of Planning website.

https://aca-prod.accela.com/ATLANTA_GA/Default.aspx

Step 2: Login into your account by clicking on the Login button shown in the screenshot.
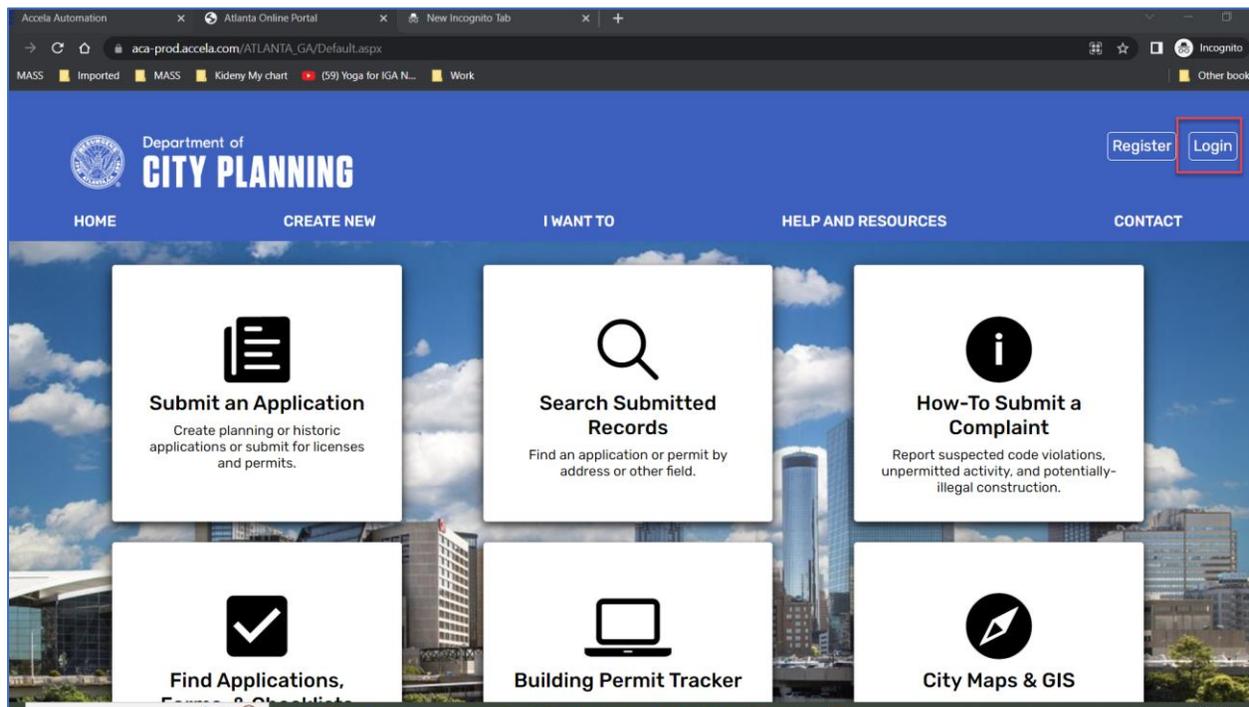
Step 3: Enter Username and Password and click login.
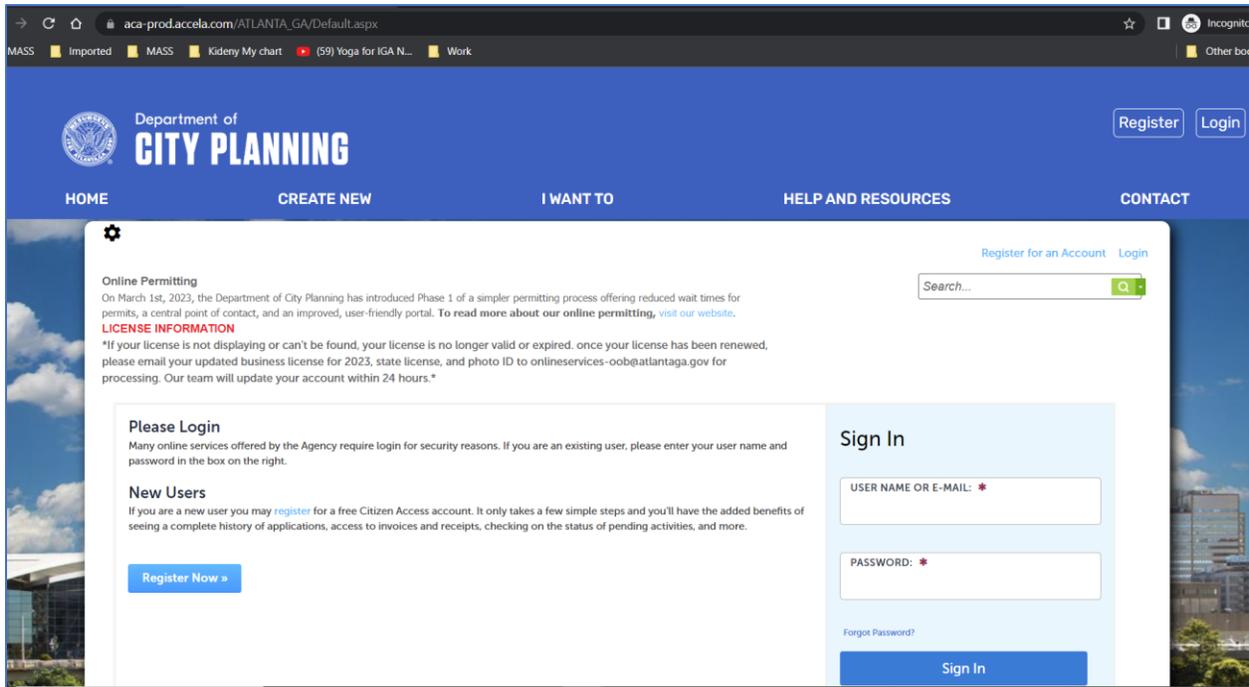
Step 4: After Login Click on Home right side of the screen, and go to My Records
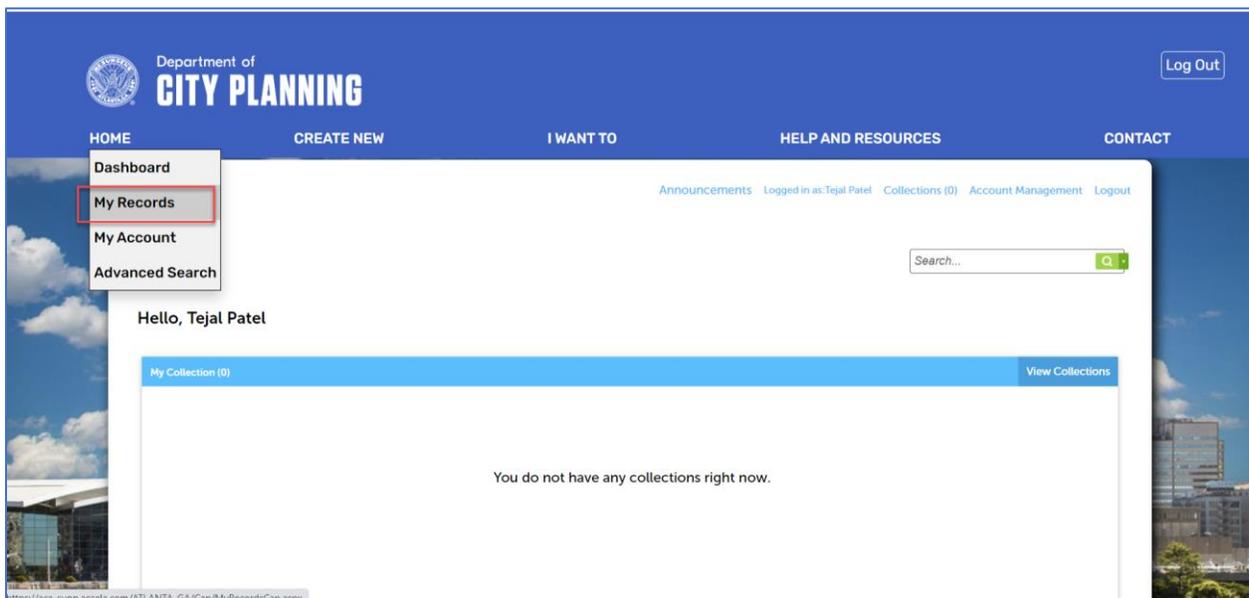
Step 5: Find the Renewal Record ID from the email you received from the Short-Term Rental Licensing Department. (It will look like the below screenshot this is the example so you will have the different renewal record Id in your email.)
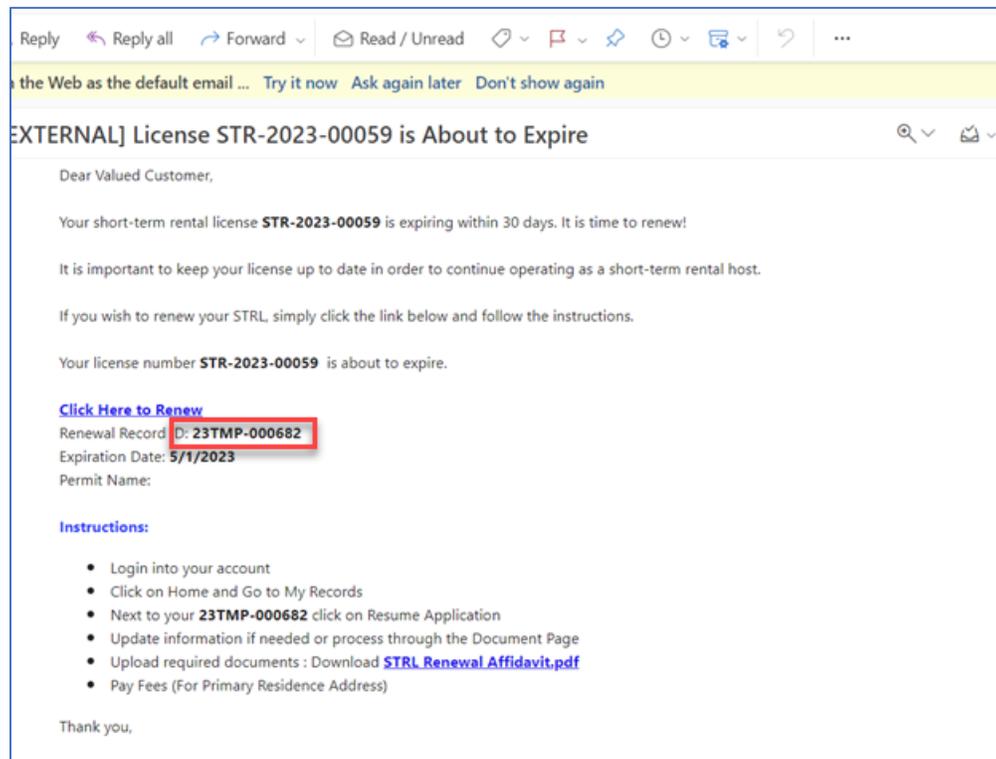
STEP 6: When you go to MY records link you will find the renewal record ID same as the email on the screen.

STEP 7: Click on the Resume Application link to start the renewal process.

STEP 8: Please go through each page and check the information to see if correct. If the information has been changed for your Short term rental License then please update the correct information. If nothing is changed, please click on **Continue Application** as shown below.

Short Term Rental License Renewal

1 Application Information	2 Permit Information	3 Short Term Rental Renewal	4 Step 4	5 Review	6	7

Step 2: Permit Information > Property Details

*Indicates a required field.

Custom Fields

General Info & Property Detail

* Name of STR owner: `test`

* Name of STR agent: `r`

* Name of long-term tenant (Enter N/A if this does not apply to you):   `r`

* Is this dwelling unit the primary residence of the STR owner or long-term tenant?:

⚪ Yes 🔘 No

* What is the occupancy type of the primary residence?:   Single Family ▼

* Is this property located in City of Atlanta?:

🔘 Yes ⚪ No

* How many bedrooms will be utilized in your STR?:   `5`

* How many available parking spaces are at your STR unit?:   `5`

* Describe onsite parking, if applicable (example to the left, to the right of property):   `5`

* Does your application include a request for an additional address or unit?:

⚪ Yes 🔘 No

* Provide the address for second address/unit: `5`

* What type of unit is the 2nd address/ unit?:   NA ▼

* 2nd address/unit: Total number of parking spaces: `5`

* 2nd address/unit: Describe onsite parking, if applicable: `5`

* 2nd address/unit: Total number of bedrooms: `5`

[Save and resume later]   **Continue Application »**

⚙

Short Term Rental License Renewal

| 1 Application Information | 2 Permit Information | 3 Short Term Rental Renewal | 4 Step 4 | 5 Review | 6 | 7 |

Step 2 : Permit Information > Websites

Custom Fields

Property is registered on:

2nd Address:	☐
9flats:	☐
Airbnb:	☐
Atraveo:	☑
Booking.com:	☑
Expedia:	☐
FlipKey:	☐
Home Away:	☐
HomeStay.com:	☐
HomesToGo:	☐
Hotels.com:	☐
Interhome:	☐
OneFineStay:	☑
TripAdvisor:	☑
Tripping:	☐
TurnKey:	☐
Vacasa:	☐
VacationRentals:	☐
VRBO:	☐
Wimdu:	☐
OTHER:	[ ]

[Save and resume later]

Continue Application »

Short Term Rental License Renewal

1 Application Information	2 Permit Information	3 Short Term Rental Renewal	4 Step 4	5 Review	6	7

Step 2 : Permit Information > Acknowledgements

* indicates a required field.

Custom Fields

I Acknowledge That;

*I will submit all required documents with this application: ☑

*I will use my best efforts to assure that use of the premises by short-term rental occupants ☑
will not disrupt the neighborhood and will not interfere with the rights of neighboring
property owners to the quiet enjoyment of their properties:

*It shall be unlawful to allow or make any noise or sound that exceeds the limits set forth in ☑
the City's noise ordinance. Refer to City of Atlanta Noise Ordinance Sec. 74-131:

*The maximum occupancy of a short-term rental unit is limited to two adults per bedroom ☑
and, if available, the location and the amount of on-site parking:

*Violations of this Chapter may result in immediate termination of the agreement and ☑
eviction from the short-term rental unit by the owner or agent, as well as the potential liability
for payments of fines levied by the City:

*I will provide evidence that the short-term rental license applicant has provided notification ☑
via certified United States Postal Service to each property adjacent to the STR unit, of their
intent to secure a short-term rental license:

*If the rental agent changes, the short-term rental owner shall notify the City of Atlanta ☑
within 10 business days:

*I understand that I am required to post written rules in the short-term rental unit (Please ☑
refer to Section 20-1005 (b)(1)):

[Save and resume later]   Continue Application »

STEP 9 : On the upload document page, please upload the Affidavit for Renewal document then click **Continue Application**. To download the Affidavit of Renewal document, Click below.

https://www.atlantaga.gov/home/showpublisheddocument/58374/63813199733 9770000

If the rental agent changes, the short-term rental owner shall notify the City of Atlanta within 10 Yes business days:

I understand that I am required to post written rules in the short-term rental unit (Please refer   Yes to Section 20-1005 (b)(1)):

Attachment   Edit

The maximum file size allowed is 1000 MB.
ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;pif;scr;sct;shb;sys;vb;vbe;vbs;vxd;wsc;wsf; are disallowed file types to upload.
An application is required to be uploaded prior to continuing with your submittal.
Affidavit for Renewal

Applications can be found on the Office webpage under the City Planning website.

Name	Type	Size	Latest Update	Action
1.txt	Affidavit for Renewal	4 bytes	05/01/2023	Actions ▼

Custom Fields

I Acknowledge that,   Edit

I have read and understood the City of Atlanta Short Term Rental Ordinance above. :   Yes

Save and resume later   **Continue Application »**

STEP 10 : Pay the Fee (If its Primary Residence Address).

Department of
CITY PLANNING

HOME   CREATE NEW   I WANT TO   HELP AND RESOU

Logged in as:Tej

Short Term Rental License Renewal

| 1 | 2 | 3 Short Term Rental Renewal | 4 Step 4 | 5 Review | 6 Pay Fees | 7 Record Issuance |

Step 6 : Pay Fees

Listed below are preliminary fees based upon the information you've entered. Some fees are based on the quantity of work items installed or repaired.

Application Fees

Fees	Qty.	Amount
Short Term Renewal Fee	1	$150.00

TOTAL FEES: $150.00
Note: This does not include additional inspection fees which may be assessed later.

Continue Application »

After the fee payment click continue and it will complete the renewal process.