



Department of
CITY PLANNING

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

SHORT-TERM RENTAL LICENSE DOCUMENT SUMMARY

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



Additional Documents Needed

Proof of Neighbor Notification (Needed for the Primary Residence & Additional Dwelling Unit)

Documents:	<p>Copy of the stamped "Certified Mail Receipt"/"PS Form 3800," proving notification was sent to adjacent properties. Refer to the "STR Process" for guidance.</p> <p><i>Notify neighbors to the left and right of your property.</i></p>	<p>Copy of letters</p> <p><i>The verbiage on the STR Letter template can be edited to fit your scenario.</i></p>
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Short-Term Rental Rules (Needed for The Primary Residence and The Additional Dwelling Unit)

Documents:	<p>• Written rules posted in the STR unit including:</p> <ul style="list-style-type: none"> - 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. 	<p>Refer to the "Sample STR Rules" under "Additional Resources" on the STR webpage.</p> <p>Tip: Add additional STR rules to the required rules as stated in Section 20-1005. (b).</p>
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Multi-family Building Requirement: (For Individuals Living in Townhomes, Apartments or Condos)

Documents:	<p>Evacuation Plan:</p> <p>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.</p>	<p>STR Primary Residence Homeowner's Affidavit (Owner occupied)</p> <p>Long-Term Tenant Homeowner's Affidavit: (Tenant occupied)</p> <p>Signed by the owner or property manager of the building granting approval to use the unit as a STR.</p>
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Additional Dwelling Unit Document Requirements		
Documents:	Government Issued ID (Needed if the owner of the additional unit is different from the primary residence owner) 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.
Entity Owned Additional Dwelling Unit Document Requirements (Needed for Dwelling Units Owned by An Entity)		
Documents:	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 Homestead Exemption Other supporting documents to prove ownership.