



City of Lockhart, Texas

SHORT-TERM RENTAL
REGISTRATION

PERMIT NUMBER:
DATE RECEIVED:

Application must be filled out, signed, and submitted with all required documents attached.

Requirements Checklist

- No External Signage
- Working Smoke Alarms
- Working Carbon Monoxide Alarm
- Working Fire Extinguisher (5lbs., ABC rated)
- Maximum Number of Occupants Permitted¹
- City of Lockhart Permit attached
- Registration Fee (\$50.00)

- 1 *Occupancy limit – no more than two adults per bedroom plus two additional adults with a maximum of 10 person’s total, including adults and children.*
- 2 *Parking restrictions: Off-street parking. A minimum of one off-street parking space is required for each bedroom in the dwelling being rented. Off-street parking spaces may be located in a driveway, garage, and/or carport, and shall be constructed in accordance with the City’s dimensional an all-weather surface standards in Chapter 64.*
- 3

Online Booking Platform:

Property Address of the Short-Term Rental:

Property Owner Information

Name _____

Mailing Address _____

Phone Number _____ 24-Hour Contact Number _____

Email _____

Property Owner’s Local Emergency Contact Representative

Name _____

Mailing Address _____

Phone Number _____ 24-Hour Contact Number _____

Email _____

I certify that I am the property owner or authorized Agent, and I will provide an informative brochure to guests that includes my 24-hour contact information, and a local 24-hour contact number should I be out of town during the rental of my property, pertinent neighborhood information (such as noise restrictions and trash collection schedules) and information to assist guests in case of emergencies. I understand that I shall include the correct limits of guests and vehicles when advertising the property as a short-term rental based on the Ordinance 2022-12 and will include the prohibition against the use of the property for having a party in any advertisement, listing or other publication offering the premises for rent and will include the permit number assigned to the property by the City of Lockhart, Texas as a short-term rental in all advertisements.

Date of Application _____ Signature _____

HOTEL OCCUPANCY TAX INFORMATION

The City of Lockhart, Texas imposes at 7% hotel occupancy tax per Article IV- Hotel Occupancy Tax of its municipal code. Reporting and payment of the city’s 7% occupancy tax is made by the property owner directly to the City of Lockhart, Texas using its required reporting form. New lodging properties must contact the City’s Finance department before collecting and paying the imposed 7% occupancy tax. **Please contact the Finance Department at (512) 398-3461 for more information.**