

# Application and Renewal Form



**QUICK REFERENCE**

# INSTRUCTION GUIDE

**IMPORTANT:** Before beginning your license application, the following documents, ready to upload, are needed:

- For new applications:
  - \* Inspection Report
  - \* Special Use Permit (if STR is located in a Residential zone)

The portal will ask that these documents be attached. If you do not have these completed and ready to upload, you are not ready to proceed with the application. In this case, you will need to go to [www.cityhs.net/str](http://www.cityhs.net/str) and request an inspection and/or apply for a Special Use Permit.

Unfortunately, if the attachments are missing or incorrect, the software will DENY the application and cause a delay in approval because the application will have to be started over again.

Our goal is to approve your application as quickly as possible which includes you attaching those completed documents and making payment in the application process.

If you have these specific documents ready to go, you can go directly to the STR application link on the right side of the /str webpage, or go directly to <https://secure.hostcompliance.com/hot-springs-ar/permit-registration/>.

1

**CHOOSE** "Apply for a New Short Term Residential Rental Business License" (See Figure 1.1)

Every applicant, even renewals, will begin with the "Apply for a New..." button.

Figure 1.1



## Short Term Residential Rental Business License Application Form

Welcome to the City of Hot Springs's Short Term Residential Rental Business License System. What would you like to do?

Apply for a New Short Term Residential  
Rental Business License

If you encounter technical difficulties, please contact [support+hot-springs-ar@hostcompliance.com](mailto:support+hot-springs-ar@hostcompliance.com).

## 2

**CHOOSE “Non-R Zone” or “R Zone”** based on the location of your proposed STR property (See Figure 2.1)

- If you do not know, refer to your [STR Home Inspection Report](#).

Figure 2.1

Hot Springs AR

Short Term Residential Rental Business License Application and Renewal Form

Is the property located in the Non-R Zone or the R Zone?

Non-R Zone

R Zone

BACK

IF **NON-R ZONE** is selected, you will need to confirm that you have your **STR Home Inspection Report** on the next screen

IF **R ZONE** is selected, you will answer if your property is a **condominium**.

- If **“Yes”** – You will need to confirm that you have your **STR Home Inspection Report**
- If **“No”** – You will need to confirm that you have your **STR Home Inspection Report** and **Approved Special Use Permit**

3

**TYPE** the **Property ID (RPID)** of your proposed STR property  
(See Figure 3.1)

- If you do not know your property's four-, five-, or six-digit RPID number, refer to your [STR Home Inspection Report](#).

Figure 3.1



### Short Term Residential Rental Business License Application and Renewal Form

What is the Property ID (RPID) of the property you are applying for?

You can look up your Property ID (RPID) on the [Garland County Assessor Site](#).

BACK

NEXT press Enter

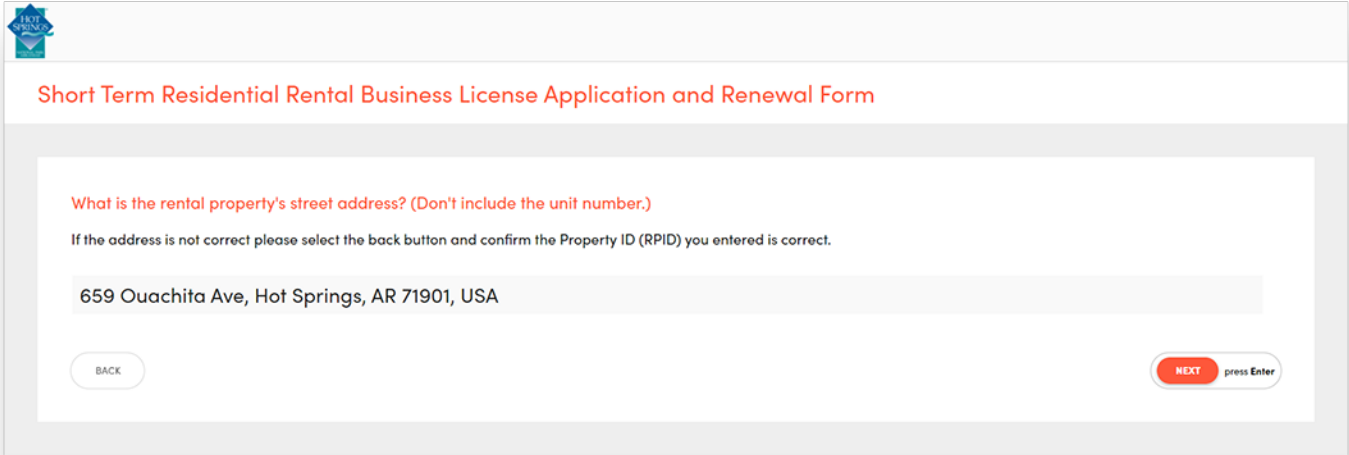
4

CONFIRM or CORRECT the **street address** of the property (See Figure 4.1)

&

TYPE the **unit number** of the property, if applicable

Figure 4.1



The screenshot shows a web form titled "Short Term Residential Rental Business License Application and Renewal Form". The form contains a question: "What is the rental property's street address? (Don't include the unit number.)" Below the question is a text input field containing the address "659 Ouachita Ave, Hot Springs, AR 71901, USA". A note below the field states: "If the address is not correct please select the back button and confirm the Property ID (RPID) you entered is correct." At the bottom left of the form is a "BACK" button, and at the bottom right is a "NEXT" button with the text "press Enter" next to it.



# 5

**TYPE** your:

- **Full name**
- **Mailing address**
- **Phone number**
- **Email address**



# 6

**CONFIRM** or **UPDATE** the 24/7 emergency contact:

- **Name**
- **Phone number**

Refer to your STR Home Inspection Report  
for the steps 7 - 9.



7

TYPE the **number of bedrooms** for the property being rented out



8

TYPE the **number of off-street parking spaces** available at the property



9

TYPE the **maximum occupancy** of the property as it appears on  
your STR Inspection Report

# 10

**UPLOAD** the **required documents**: (See Figure 5.1)

- All applicants will need to upload their **STR Home Inspection Report**
- A **Special Use Permit** will be required for those whose property is in a Residential Zone and is not a condominium

Figure 5.1

The screenshot shows a web form titled "Short Term Residential Rental Business License Application and Renewal Form". Below the title, it says "Please upload the following documents". There are two document upload sections:

- Home Inspection Form**: (We will accept: minimum of 1 PDF, PNG, JPG, JPEG, GIF, TIFF). This section has a red upload icon and a red camera icon.
- Special Use Permit**: (We will accept: minimum of 1 PDF, PNG, JPG, JPEG, GIF, TIFF). This section also has a red upload icon and a red camera icon.

At the bottom left, there is a "BACK" button. At the bottom right, there is a "NEXT" button with the text "press Enter" next to it. A red arrow points from the "Special Use Permit" section to a red box below the form.

**SPECIAL USE PERMIT** document upload only visible for those who previously indicated their property is in an R ZONE and is not a condominium.



# 11

**STR BUSINESS LICENSE FEE PAYMENT OPTIONS** are shown, each with their respective processor fees: (See Figure 6.1)

- Bank Account payments
- Credit or Debit Card payments
- License Fee is \$50 per Overnight Occupant  
(Figure 12.1 is based on an STR with 2 bedrooms and an Overnight Maximum Occupancy of 6)


Figure 6.1

The screenshot displays the 'Short Term Residential Rental Business License Application and Renewal Form'. It shows a summary of fees for two payment methods: Bank Account and Credit or Debit Card. The total amount due is \$302.42 for the Bank Account option and \$309.27 for the Credit or Debit Card option. The form includes a 'BACK' button and a 'NEXT press Enter' button.

Payment Method	Fee Description	Amount
Bank Account	Payment Method	\$302.42
	STR Business License Fee	\$300.00
	ACH Processor Fee	\$2.42
Credit or Debit Card	Payment Method	\$309.27
	STR Business License Fee	\$300.00
	Card Processor Fee	\$9.27

# 12

**REVIEW** the Summary of Information you have provided:

- **CLICK** “**Next**” if information is correct
- **EDIT** any information using the pencil icon (  ) to the right of any information that needs updating/revising

# 13

**SIGN** the form:

- **READ** the acknowledgment:  
“By sending my electronic signature I certify under penalty of perjury that this and all attachments are accurate and that I am authorized to submit this application. I acknowledge that my signature is legally binding. I also certify that I am up-to-date on my property taxes for the property on this short-term rental application.”
- **TYPE** the “Legal name of Authorized Signatory”
- **SIGN** by the drawing your signature in the space provided while holding down your left mouse button, or by using your finger on a touchscreen

# 14

**PAY** by selecting the “Bank account” or “Credit / Debit card” method and entering the corresponding information (See Figures 7.1 & 7.2)

Figure 7.1

Short Term Residential Rental Business License Application and Renewal Form

Please choose a method to pay

**Bank account** Amount due \$302.42
  **Credit / Debit card** Amount due \$309.27

Account Name\*  Account Type **Individual**

Required

Routing No.\*  Repeat Routing No.\*

Account No.\*  Repeat Account No.\*

press Enter

Figure 7.2

Short Term Residential Rental Business License Application and Renewal Form

Please choose a method to pay

**Bank account** Amount due \$302.42
  **Credit / Debit card** Amount due \$309.27

Card Number\*

Card Expiry\*  Card CVC\*

press Enter