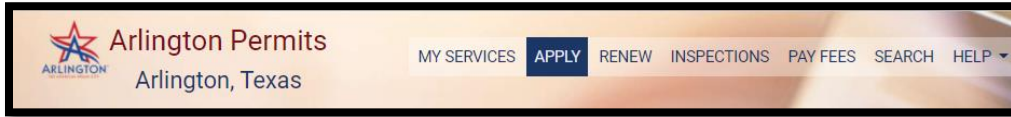


General Instructions for Registering Hotel Occupancy Tax Property Online

- A. Select “Apply” option at top of screen after logging into Arlington Permit (<https://ap.arlingtontx.gov>).



- B. Select “Registrations and Licenses” at the bottom of screen.
- C. Select “Hotel Occupancy Tax” option under Registrations and Licenses section.
- D. Click box under “Choose Subtype*” to select “HOT First Time Registration”.
- E. Search for HOT property address under “Search Property”.
1. Partially enter the address name of the HOT property under “Search property” and select the correct HOT address. *{Note: Best to leave out address directions such as East, South, etc. when searching for HOT address.}*
 2. Click on “Search” button after the HOT address is selected and shown in the search box above.
 3. Select the HOT property address again by clicking on the “Select” button at the bottom of the screen.
 4. Select “Next” button to continue pass the comment box and start on HOT Registration Form.
- F. Complete HOT Registration Form by entering information in all required fields with an asterisk.
1. Property Business Information
 - a. Business Name {Note if no business name, enter name of HOT Taxpayer.}
 - b. Business Phone (Leave out dashes and spaces)
 - c. Physical Address of HOT Property
 - d. Select type of Business Operation
 - e. Number of rental units on property
 - f. Avg. nightly charge of unit.
 - g. Date began or expecting date of operating HOT property. (Select date from date icon)
 - h. Property Ownership
 - i. Ownership Classification of Property
 - j. Texas ID of operating business
 - k. Federal ID of operating business
 - l. Driver’s License Number – if operating business as a sole proprietorship
 - m. Select HOT Reporting Type. *{Note: Must select Monthly reporting if HOT payments will be over \$500 monthly on average.}*
 2. Property Owner Information
 - a. Legal name of property owner
 - b. Street/City/State and Zip address
 - c. Owner’s phone number (Leave out dashes and spaces)
 - d. Owner’s email address
 3. Property Records Information
 - a. Address where records are kept.
 - b. Select if the accounting or bookkeeping function is performed in-house.
 - c. Enter the name of accounting or bookkeeping company responsible for property records.
 - d. Phone number of accounting or bookkeeping company. (Leave out dashes and spaces)
 - e. Select if records are kept manually or electronically.
 - f. Select “Next” button to continue to next section of HOT registration.
 4. Additional Contacts: *{Note: additional contacts may be added up to three contacts for each.}*
 - a. Enter contact information for property and select save. (Required Info)
 - b. Enter contact information for accounting and select save. (Required Info)
 - c. Select “Continue” button after reviewing contact information.
 - d. Select “Next” after reviewing contact information again.
- G. To complete HOT Registration, select “I Agree” button to Confirm HOT registration information is correct. *{Note: If “I Disagree” button is selected, the HOT registration will be completely voided, and all entered information will be cleared.}*

Note: HOT registration will be sent to HOT department for review. HOT registration will remain in Pre-Application Status until it clears the review process. Please allow up to three business days (Monday – Friday) for review process to take place. Once the review process is completed, an email will be sent to the email address that was provided through the Arlington Permits account setup.