

Hi everyone,

Thank you for your time on the call to discuss the STR application documents. Attached is a revised STR-certificate application package:

1. **STR Certificate Application** — single form for every filer
2. **Owner Affidavit** — uploaded only when the applicant is an operator (unsworn-declaration path under § 28-731(b)(3))
3. **Sample HOT Registration Confirmation** — so you can see what Houston First actually issues to hosts

Below are the specific ordinance provisions that shaped each field and explain why a few earlier elements were revised.

## 1. Emergency Contact May Be a Corporate Hotline

*Citation: Houston, Tex., Code § 1-2 (2025)* – definition of “Person.”

“Person” includes associations, firms, partnerships, and bodies corporate as well as individuals.

Because §§ 28-731(b)(5) and 28-741(b)(5) require “one or more emergency contacts” and use the term **person**, the contact may be a corporate hotline so long as it can respond within the required one-hour window.

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## 2. Leaseholders — and Buyers under Contract — Qualify as “Owners”

*Citation: § 28-721* (definition of “Owner”)

“Owner” means any person or entity with a **legal or equitable** interest in the property.

- A **lease** creates a **legal** interest; the lessee may apply as an owner.
- A buyer under an executed **purchase contract** holds an **equitable** interest and may likewise apply.

Council underscored this intent by defining “**Operator**” as an *individual* only. Business entities holding leases or contracts therefore fall under “owner.” Requiring separate permission from an apartment complex or seller is **not consistent with the ordinance**.

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## 3. Unsworn Declaration Fully Satisfies the Ownership Requirement

**Citation:** § 28-731(b)(3)

The ordinance offers two **equal** filing paths:

- **Upload evidence of ownership** (e.g., deed, lease, purchase contract) **or**
- **File an unsworn declaration** (Owner Affidavit) granting permission.

Applicants are **not required** to provide proof of ownership if they choose the unsworn-declaration option.

- **Owner applicants** meet the requirement simply by completing the declaration fields in the online form — no deed or lease upload is required.
  - **Operator applicants** attach the signed Owner Affidavit; uploading a deed or lease remains entirely optional.
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#### 4. Signature Blocks Geared to Entity Owners and Operators

Houston STR properties and operations are **almost always held through LLCs or other corporate entities** for basic liability and tax reasons. Owning or operating an STR solely in one's personal name is the rare exception. Every signature line therefore reads:

**Authorized Signatory** \_\_\_\_\_ (Name & Title, for [Entity])

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#### 5. HOT Documentation Reflects What Hosts Actually Receive

**Citation:** § 28-731(b)(10)

Houston First's HOT account confirmation lists the account number and entity name — **no property address** appears. The application therefore requests exactly that confirmation (or a recent remittance) and nothing more, acknowledging that hosts with multiple STRs effectively self-attest that each address is covered.

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#### 6. Clear Designation of Applicant and Notice Recipient

The new form explicitly separates:

- **Applicant** — the owner or operator filing the application, and
  - **Notice Recipient** — the e-mail or mailing address the City must use for deficiency letters, renewal reminders, or enforcement notices under § 28-732(d).
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Please let me know if you have questions or would like a brief walkthrough. I appreciate your partnership in ensuring the final process aligns precisely with the ordinance Council adopted.

Best regards,

Brooke

**Brooke Bornick, JD/MBA**

Co-Founder

Lodgeur Incorporated

