

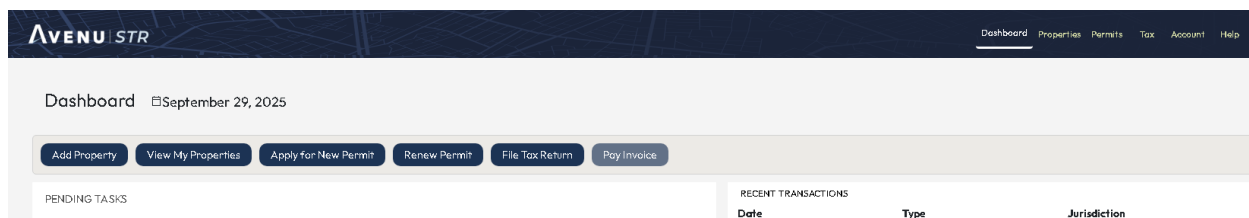


## Short-Term Rental Online Registration Instructions

### Avenu Short-Term Rental (STR) Permit Application Guide

#### How to Register a New Short-Term Rental

1. **Go to [Avenu STR Portal](#).**
2. **Create an Account:** Click **CREATE ACCOUNT** to set up a user profile. This is a one-time process, and you can manage multiple properties using this account.
3. **Verify Your Email:**
  - Enter your email address and click **SEND VERIFICATION CODE**.
  - Check your email, enter the provided code, and click **VERIFY CODE**.
  - Your username will be your email address.
  - Create a password and enter your contact information.
  - Store your username and password securely.
4. **Dashboard Access:** Click **CREATE ACCOUNT** to access the dashboard and review pending tasks.
5. **Complete Pending Tasks:** Click the arrow beside the pending task, fill in required fields, and click **NEXT** until all tasks are completed. The dashboard will indicate no pending tasks when finished.
6. **Apply for a New Permit:**



- Select **APPLY FOR A NEW PERMIT**.
- Fill in the required fields and click **SAVE AND CONTINUE**.
- Check the box to acknowledge application requirements and click **SAVE AND CONTINUE**.

- Enter application details and click **SAVE AND CONTINUE**.
- Upload all required supporting documents and click **ADD ITEM TO CART**.

#### 7. Checkout and Payment:

- Click **OPEN YOUR CART** from the pop-up window.
- Select the property checkbox and click **PAY SELECTED**.
- Choose a payment method (ACH Debit or Credit Card - MasterCard, Visa, Discover).
- Review the summary and click **FILE & PAY**.
- A confirmation receipt will be available by clicking the print icon. Your applications and permits will be accessible in the **Permits** menu.

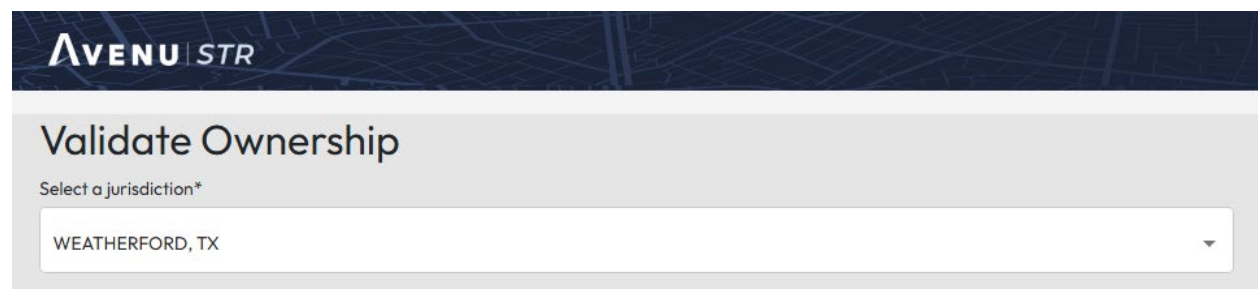
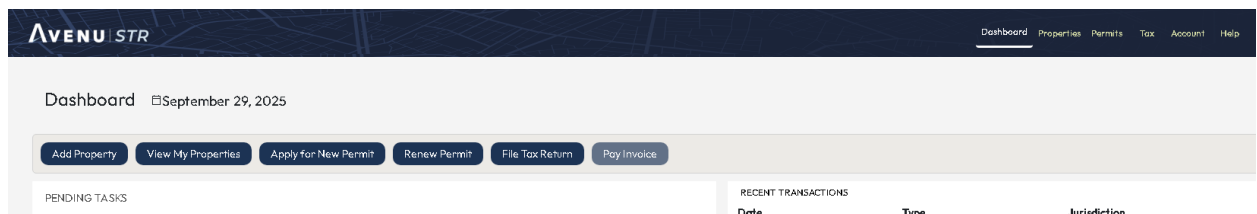
### Need Assistance?

For any questions, contact **Avenu STR Customer Support** at **(877) 352-3277 x 5**.

### How to Renew an Existing Permit

1. **Login** to your Avenu STR account.
2. **Validate Your Property:**

3.
  - Click the **Add Property** to add your licensed property to your account.
  - Select your **jurisdiction** from the dropdown (e.g., **WEATHERFORD, TX**)



You can search for your existing property using one or more of the criteria below.

For **Permit Renewals** search with you Permit Number or email used to register previously.

You can search for your existing property using one or more of the criteria below.

Property/Parcel ID

Permit Number

Click [here](#) to lookup your Parcel/Property ID

Email

Tax ID

The Tax ID associated with your property

Search

0 Property Confirmed

Done 

#### 4. Confirm Ownership:

- Click **Search**.
- Review the identified properties and confirm ownership.
- Click **Confirm** to proceed with the renewal application.
- Proceed to **Renew Permit**

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This guide ensures a smooth application and renewal process for your short-term rental permit. If you need further assistance, refer to the contact details above.