



## 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:**

A screenshot of the Avenu STR dashboard. The top navigation bar includes links for Dashboard, Properties, Permits, Tax, Account, and Help. The dashboard shows the date as September 29, 2025. Below the date are buttons for Add Property, View My Properties, Apply for New Permit, Renew Permit, File Tax Return, and Pay Invoice. The "PENDING TASKS" section is empty. The "RECENT TRANSACTIONS" section shows a table with columns for Date, Type, and Jurisdiction, with no data present.

- 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.

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#### Need Assistance?

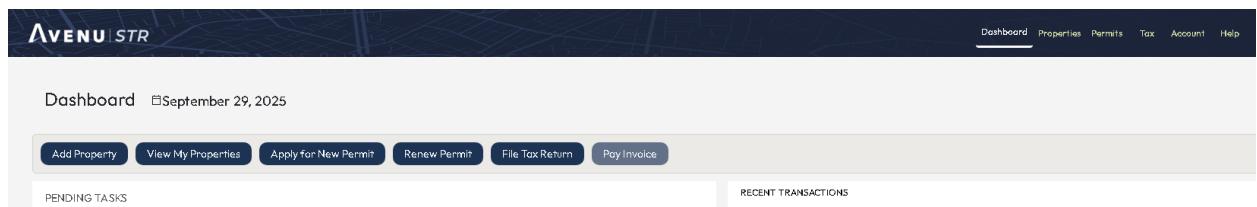
For any questions, contact **Avenu STR Customer Support** at **(877) 352-3277 x 5**.

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#### How to Renew an Existing Permit

1. **Login** to your Avenu STR account.

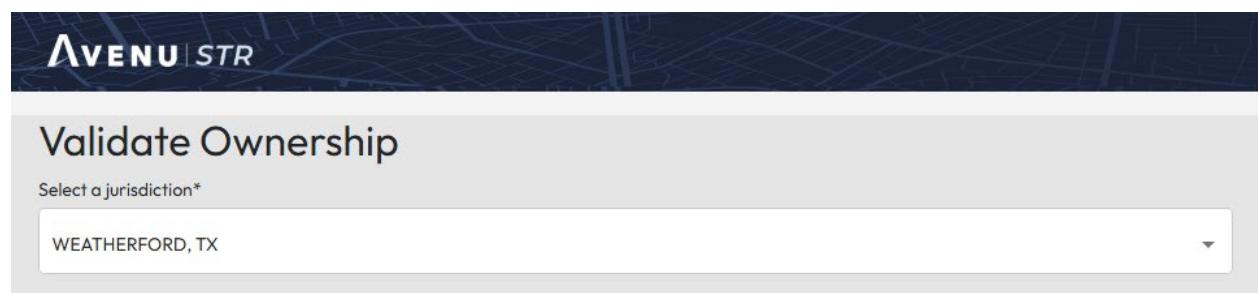
2. **Validate Your Property:**



The screenshot shows the Avenu STR dashboard. At the top, there is a navigation bar with links for Dashboard, Properties, Permits, Tax, Account, and Help. Below the navigation bar, the date is displayed as September 29, 2025. A row of buttons includes Add Property, View My Properties, Apply for New Permit, Renew Permit, File Tax Return, and Pay Invoice. A 'PENDING TASKS' section is visible. To the right, there is a 'RECENT TRANSACTIONS' table with columns for Date, Type, and Jurisdiction. The 'Add Property' button is highlighted with a red box.

3.

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



The screenshot shows the 'Validate Ownership' page. At the top, it says 'Select a jurisdiction\*' and shows 'WEATHERFORD, TX' in a dropdown menu. Below the dropdown, there is a note: 'You can search for your existing property using one or more of the criteria below.' and a section for 'Permit Renewals' with the text '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.

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
<input type="text" value="Property/Parcel ID"/>	<input type="text" value="Permit Number"/>
Click <a href="#">here</a> to lookup your Parcel/Property ID	
Email	Tax ID
<input type="text" value="Email"/>	<input type="text" value="Tax ID"/>
The Tax ID associated with your property	
<input type="button" value="Search"/>	
0 Property Confirmed	<input style="background-color: green; color: white; border: 1px solid black; padding: 2px 10px; border-radius: 5px;" type="button" value="Done"/>

#### 4. Confirm Ownership:

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