



One reason vacation rentals in Scottsdale are so successful is the high-quality of city neighborhoods and community amenities. Each property owner plays an important part in maintaining this quality of life, which in-turn protects and enhances your property investments and contributes to neighborhood livability for fulltime residents and rental property tenants.

Per Scottsdale Ordinance 4566, short-term/vacation rental property owners must obtain and maintain an annual city license for each Scottsdale property. This City of Scottsdale license is in addition to the county and state requirements outlined here.

Find helpful links and additional information at ScottsdaleAZ.gov, search “short-term rental”, or scan the QR code to the right.



Registration requirements and process:

STEP 1: Obtain a Transaction Privilege Sales Tax (TPT) license from the Arizona Department of Revenue at aztaxes.gov
A valid TPT license is required for each rental property in Scottsdale; your TPT number will be needed to apply for the City of Scottsdale rental license in Step 2.

STEP 2: Apply for a Scottsdale license at ScottsdaleAZ.gov, search “short-term rental” or use the QR code above.

Complete the Scottsdale license application – for each property, you must provide:

1. The name, address, phone number and email for the owner or owner’s agent
2. The address of the property
3. Proof of TPT license (obtained above)
4. Emergency contact information

STEP 3: Notify neighbors and provide proof of insurance

Within 30 days of receiving your Scottsdale license (or any time the contact information for a property changes), you must notify neighbors that the property is being offered for rent and provide the property manager’s 24-hour telephone contact information.

Notification must be provided to all single-family residential properties adjacent to, directly and diagonally across the street from the property, or in a multi-family residential building, all units on the same building floor.

Scottsdale’s ordinance also requires that every short-term/vacation rental property be insured with liability coverage of at least \$500,000 (either directly or through an online lodging marketplace).

- Once neighbor notification has occurred, complete the attestation and upload proof of liability insurance via the website at ScottsdaleAZ.gov, search “short-term rental”

STEP 4: Complete Maricopa County requirements at mcaassessor.maricopa.gov

Each property must be registered with Maricopa County as required by ARS 33-1902 – it is illegal to rent a property before it is registered with the Maricopa County Assessor

STEP 5: Once your property is licensed, make sure contact information is maintained

If the emergency/management contact information changes for a licensed rental property, you must update your city license and provide the new property contact information to neighbors.

- Update a Scottsdale short-term/vacation rental license via the city’s website at ScottsdaleAZ.gov, search “short-term rental”
- Once neighbor notification of the updated contact information has occurred, complete the attestation form on the city’s website at ScottsdaleAZ.gov, search “short-term rental”



Listing your rental properties:

Properties cannot be rented or offered for rent until they are in full compliance with the city, county and state requirements outlined above.

Once licensed, any listing or advertisement for your vacation property (AirBnB, VRBO, etc.) must contain:

1. The City of Scottsdale Vacation Rental license number
2. The occupancy limit of not more than six adults and their related dependent children
3. Restrictions on use for non-residential purposes such as corporate events, large parties, weddings, etc.

The City of Scottsdale will impose penalties for operating without a license and for not following listing requirements on advertisements pursuant to Scottsdale Ordinance 4566.

Tips to Help Renters be Good Neighbors

The city has created a Good Neighbor Guide for Visitors that will help renters understand city services like trash and recycling pickup, amenities and rules. Please download the guide at ScottsdaleAZ.gov, search “vacation rentals”, and provide it at your property.

Ask your guests to be mindful of the neighbors and provide them with information about any HOA/Community Association guidelines, such as on-street overnight parking or use of community pools or other amenities.

Trash and recycling containers must be used properly, placed for collection and removed after collection per the residential solid waste collection schedule for the property – so provide your guests with the collection schedule and instructions for the property.

Child drownings are a top cause of preventable death for Arizona children. If your property includes a swimming pool, city ordinance requires the property to comply with barrier requirements outlined in Scottsdale Revised Code 31-68, AG105. Once pool fences/barriers are installed, ensure they are maintained in working order and advise renters to watch children at all times.

City ordinance also requires that smoke alarms are installed, working properly and replaced every 10 years. Fire extinguishers/sprinklers must be properly serviced.

Find resources and information at ScottsdaleAZ.gov, search “short-term rental”

