



Short-Term/Vacation Rental Licensing Process Guide

Town of Oro Valley | Tax and Business Licensing

11000 N. La Canada Dr.
Valley, AZ 85737

PHONE 520-229-4800 Oro
WEB orovalleyaz.gov

BACKGROUND

Short-term/vacation rental owners must obtain and maintain an annual Town license for each short term rental unit offered in Oro Valley. Multiple units on a property require a license for each unit. This Town of Oro Valley license is in addition to the county and state requirements outlined in the sections below. This list represents all the information needed to apply for a short term rental license in Oro Valley.

Obtain a Transaction Privilege Sales Tax (TPT) license from the Arizona Department of Revenue

A valid TPT license is required for each rental unit in Oro Valley.

- Obtain your TPT license from ADOR at aztaxes.gov

Complete Pima County requirements

Each property used for short term rentals must be registered with Pima County as required by ARS §33-1902.

- Register with Pima County at www.asr.pima.gov

Notify neighbors

You must notify all single-family residential properties adjacent to, directly and diagonally across, and directly behind the street from the property, or in a multi-family residential building, all units on the same building floor via **certified or registered mail** of the intent to use a property for a short term rental. [Click here](#) to access the Town-approved notification forms. If there are multiple units on a property, simply include the number of units to be rented on the form.

Obtain proof of insurance

Oro Valley'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).

Apply for an Oro Valley License

[Click here](#) to create an account to upload documents and complete licensing requirements.

Once your property is licensed,

1. **Post your Licensed Rental Notice within 10' of the entrance to the rental.**
2. **Make sure all contact information is maintained.**

If the emergency or ownership contact information changes for a licensed rental property, you must update your Town license and provide the new property contact information to neighbors.