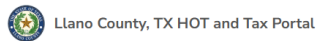


Hotel Occupancy Tax Registration Instructions

Below are some screenshots of what you can expect when working through the portal for registering your property –

1. Go to <https://portal.deckard.com/tx-llano-str-portal>
2. Under “Account Login”, click on “Create Account”



Welcome to the Llano County, TX HOT Registration and Tax Portal!

All Short-Term Rental properties within Llano County, TX are required to hold a valid HOT and remit taxes quarterly for nights that the property is occupied by guests.

This portal allows HOT Certificate Holders to manage their hot certificates, report and remit their tax, and view their history of past remittances.

To apply for a HOT, start by creating an account using the button below. If you already have an account, please login using the panel on the right-hand side of the page. You can use the same account to manage hot certificates for multiple properties.

[Create Account](#)

Account Login

To get started, please enter the email address associated with your HOTS below.

Email Address

[Login](#)

3. Go to your email to get “Your secret login code”
4. Enter secret code on the verification screen, click Submit

portal.deckard.com/tx-llano-str-portal

Llano County, TX HOT and Tax Portal

Welcome to the Llano County, TX HOT Registration and Tax Portal!

All Short-Term Rental properties within Llano County, TX are required to hold a valid HOT and remit taxes quarterly for nights that the property is occupied by guests.

This portal allows HOT Certificate Holders to manage their hot certificates, report and remit their tax, and view their history of past remittances.

To apply for a HOT, start by creating an account using the button below. If you already have an account, please login using the panel on the right-hand side of the page. You can use the same account to manage hot certificates for multiple properties.

[Create Account](#)

Verification

We have sent a verification code to the email provided. Please enter the code below. Make sure to check your spam folder.

VgD6ZM

[Resend code](#)

[Submit](#) [Cancel](#)

login

To get started, please enter the email address associated with your HOTS below.

Email Address

[Login](#)

Validating user sign request...

5. Click on apply for a new HOT certificate

The screenshot shows the 'Llano County, TX HOT and Tax Portal' dashboard. The user is logged in as 'dana lorimer'. The dashboard is divided into two main sections: 'Actions Required' and 'Active HOTS (2)'. The 'Actions Required' section shows 'No outstanding actions.' The 'Active HOTS (2)' section lists two active hotel occupancy tax units: '1415 Bee Ln Tow Tx 78672 (Unit 1)' with ID 'P000002' and '444 County Road 222 Tow Tx 78672 (Unit 1)' with ID 'A-000004'. Both units have an expiration date of '-' and a status of 'Submitted'. Below the list, there are three buttons: 'Apply for new HOT Certificate', 'Pay Tax', and 'See all HOT Certificates'.


6. Review the requirements page

The screenshot shows the 'Llano County, TX HOT Registration' page. The main heading is 'Requirements'. The content is divided into two sections: '1. Registration Requirements' and '2. The County Ordinance requires all Llano County STRs to:'. Section 1 states that Llano County is authorized to impose a hotel occupancy tax under Chapter 352, Texas Tax Code, and that the tax imposed by a county authorized by subsection (a) (22) to impose the tax does not apply to a hotel located in a municipality. Section 2 lists the requirements for STRs: Obtain a Tax Number Certificate from the County for each individual unit operated in Llano County; Define each unit in terms of its location, intended availability, and size; Limit occupancy; Provide the name, address, and phone number of the unit's local contact to available 24/7 in case of an issue; Be licensed and pay all applicable taxes and fees for each unit, including the same Hotel Occupancy Taxes as hotels and inns; and Remain fully compliant with all Llano County regulations, even if special events are held at a STR unit. On the right side, there is a vertical navigation menu with buttons for 'Application Requirements', 'Property', 'Registrant', 'Property Contacts', 'Listings', and 'Confirmation'. The 'Application Requirements' button is highlighted with a green checkmark. At the bottom, there are 'CONTINUE' and 'BACK' buttons.

7. Click "I want to type in my property address"

The screenshot shows the 'Llano County, TX HOT Registration' page, specifically the 'Property' section. The main heading is 'Property'. The content area contains a message: 'We need to know the Property ID of the property you wish to make available for HOT. You can type in your Property ID directly below if you already know it, or you can find the Property ID by typing in the property address.' Below this message, there are two radio buttons: 'I know my Property ID' and 'I want to type in the property address'. The 'I want to type in the property address' radio button is selected. Below the radio buttons, there is a text input field labeled 'Address of the rental property'. At the bottom, there are 'CONTINUE' and 'BACK' buttons. On the right side, there is a vertical navigation menu with buttons for 'Application Requirements', 'Property', 'Registrant', 'Property Contacts', 'Listings', and 'Confirmation'. The 'Property' button is highlighted with a green checkmark.

8. Type in the address

 Llano County, TX HOT Registration

dana lorimer

Property

We need to know the Property ID of the property you wish to make available for HOT. You can type in your Property ID directly below if you already know it, or you can find the Property ID by typing in the property address.

☐ I know my Property ID

☒ I want to type in the property address

Address of the rental property

245 Pierce Kingsland Tx 78639

Selected property

245 Pierce Kingsland Tx 78639
Property ID: 7983

Unit Number (required if exists)

Rental Structure (required)

Select one... ▾

[CONTINUE](#) [BACK](#)

Application Requirements

Property


Registrant

Property Contacts

Listings

Confirmation

9. Select Rental Structure

 Llano County, TX HOT Registration

dana lorimer

Property

We need to know the Property ID of the property you wish to make available for HOT. You can type in your Property ID directly below if you already know it, or you can find the Property ID by typing in the property address.

☐ I know my Property ID

☒ I want to type in the property address

Address of the rental property

245 Pierce Kingsland Tx 78639

Selected property

245 Pierce Kingsland Tx 78639
Property ID: 7983

Unit Number (required if exists)

Rental Structure (required)

Main Structure ▾

CC

ADU

Apartment

Single Family Dwelling

Duplex

Townhome

Condo

Other

Application Requirements

Property

Registrant

Property Contacts

Listings

Confirmation

10. Select Owner or Property Manager



Llano County, TX HOT Registration

Registrant

Are you the owner of the rental property?

- ☒ Yes, I'm the owner
- ☐ No, I'm a property manager

[Add additional owner](#)

[CONTINUE](#)

[BACK](#)

11. Make appropriate selection and continue



Llano County, TX HOT Registration

Property Contacts

Property Management Company

Professional property management means a licensed firm charged with operating a real estate property for a fee. Self Managed means an individual maintains the STR, such as a private property owner.

Are you using a Property Manager for this property?

- ☒ Self Managed
- ☐ Property Manager

Local Contact

A local contact is a person available 24/7 who can be at the property within one hour.

Who is the local contact for this property?

- ☒ Myself (the Owner)
- ☐ Someone else

[CONTINUE](#)

[BACK](#)

12. Enter AirBNB, VRBO or other booking engines (optional)

Listings

Please report each listing advertising your short-term rental.
This is optional.

+ Add listing

CONTINUE

BACK

13. Confirm the information

Confirmation

Please confirm the following information and sign below.

Property Address 245 Pierce Kingsland Tx 78639	Unit Number N/A
Property ID 7983	Rental Structure Main Structure
HOT Certificate Holder Same as owner #1	Property Manager Same as owner #1
Owners Owner #1 First Name dana Last Name lorimer Company Name Phone Number 7603996339 Email dana.lorimer@deckard.com Mailing Address 1415 BEE LN TOW TX 78672	Local Contact Same as owner #1
Property Details Listing web addresses No listings provided.	
Certifications	

14. Electronically sign the registration

HOT Certificate Holder Same as owner #1	Property Manager Same as owner #1
Owners	Local Contact Same as owner #1
Owner #1 First Name dana Last Name lorimer Company Name Phone Number 7603996339 Email dana.lorimer@deckard.com Mailing Address 1415 BEE LN TOW TX 78672	
Property Details Listing web addresses No listings provided.	
Certifications <input checked="" type="checkbox"/> I certify under penalty of perjury that this information is accurate and I am an authorized representative or owner of this business. I acknowledge that my signature is legally binding.	
Electronic Signature Legal Name of Authorized Signatory Dana Test	Date 12/05/2024
CONTINUE	BACK

☒ Contacts

☒ Listings

☒ Confirmation

Please let me know if you have any questions.

If you have any questions or feel you have received this letter in error, please contact Llano County at 325-247-7743 or by email to Cheryl Kepp, Chief Deputy Treasurer, at ckepp@co.llano.tx.us.