



# Canyon Springs Resort

## Property Owners Association Inc.

### SHORT TERM RENTAL APPLICATION

CANYON SPRINGS RESORT Short Term Rental application

Date \_\_\_\_\_ Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone/ Contact: \_\_\_\_\_ Email Address: \_\_\_\_\_

Address where short term rentals will occur:  
\_\_\_\_\_

Legal Description: Unit \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_ Start date: \_\_\_\_\_

Number of Bedrooms: \_\_\_\_\_ OSSF Permitted Bedrooms: \_\_\_\_\_

Advertised Sleeping Capacity: \_\_\_\_\_ On Lot Vehicle Parking Capacity: \_\_\_\_\_

\_\_\_\_\_ Documentation Verification: \_\_\_\_\_

Copy of OSSF Permit (Y/N): \_\_\_\_\_ Copy of OSSF Maintenance Contract (Y/N): \_\_\_\_\_

Copy of W.O.R.D Revenue Tax Permit (Y/N): \_\_\_\_\_ Copy of Lease (Y/N): \_\_\_\_\_

#### For Board Use Only

Application Processing Fee (\$50) Paid? \_\_\_\_\_

Annual Administrative Fee Paid ? \_\_\_\_\_ Prorated Months to January \_\_\_\_\_

Permissible No. of residential properties: 640 Number currently rented \_\_\_\_\_

Action Taken by Board: \_\_\_\_\_ Approved \_\_\_\_\_ Denied

Explanation: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Return Completed Form and Payment to:  
Canyon Springs Resort Property Owners' Association  
691 Canyon Springs Dr  
Canyon Lake, TX 78133



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### SHORT TERM RENTAL INSTRUCTIONS

Texas state law allows the POA to control Short Term Rentals and to collect data on the tenants staying under a short term rental at properties within the domain of the POA. A Home Owner must be and remain in good standing in all aspects with the Association to remain eligible for leasing their unit. A Home Owner must also secure a Texas state hotel tax permit and a permit from the Comal County W.O.R.D. District. Per state regulations, businesses utilizing an On-site Sewage Facility must have a facility maintenance agreement with a TCEQ registered maintenance provider. An annual Lease Administrative Fee of \$150 per year will be billed for each unit leased. The Lease Administrative Fee will be prorated on a monthly basis to the following January. All fees stated in this document and paid online using Paypal must be increased by 6.25% to cover Paypal processing fees.

### Canyon Springs Resort Property Owners Association (CSRPOA) Permit Instructionsz

1. A CSRPOA Short Term Rental application must be submitted for each property.
2. A \$50 Administrative Fee must be paid with the application.
3. Copies of the following documents must be submitted with the application:
  - a) Comal County issued On-site Sewage Facilities Permit (OSSF)
  - b) OSSF maintenance contract
  - c) W.O.R.D. District Permit
  - d) Short Term Lease Agreement form
  - e) Advertising of home on home sharing web-site
4. The annual Lease Administrative Fee will be prorate by month to the following January when annual billing will take place according to the following:

January	\$150.00	July	\$75.00
February	\$137.50	August	\$62.50
March	\$125.00	September	\$50.00
April	\$112.50	October	\$37.50
May	\$100.00	November	\$25.00
June	\$87.50	December	\$12.50