Managing Short-Term Rental Accommodation (STRA) Listings
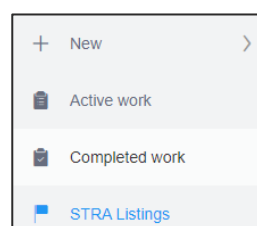
Applicant

Following the registration of a short-term rental accommodation (STRA) property, registrants can manage their properties via the STRA listings area in the NSW Planning Portal.

The STRA listings area allows registrants to view and manage their STRA property details including the registration status. The below steps will outline how to use the STRA listings area and manage your registered properties.

To de-register a STRA listing, please refer to our D*e-registering a Short-Term Rental Accommodation listing* quick reference guide.

Locate STRA listings

1. Log in to the NSW Planning Portal and **click** STRA listings from the main menu to open the STRA properties area.

Note: The STRA properties area will open to display all STRA properties that have been registered under your Portal account.
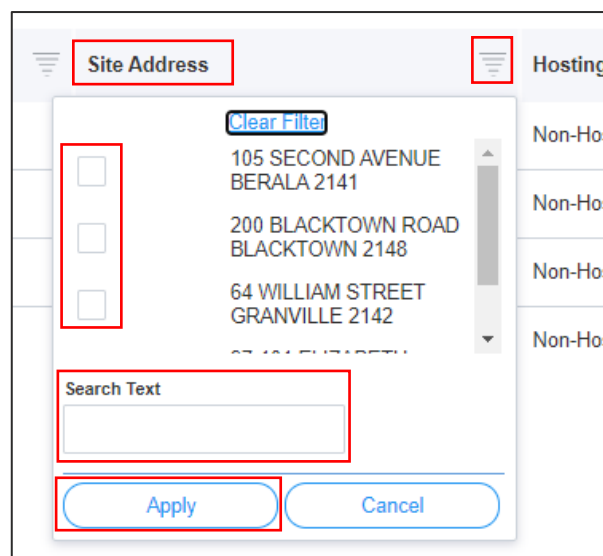

Column descriptions

Column Name	Description
Property ID	Unique identifier for the property assigned by the Portal after the registration process is complete
Site Address	The address of the site on the registration
Hosting Type	Can be either hosted or non-hosted as defined in the legislation
Renewal Date	The date the property registration is due to be renewed in the Portal
Status	The current status of the registration
Sub Status	Identifies information as an extension of the property status

Sorting and filtering

To locate a property, use the column sort and filter functions.

1. **Click** a column heading to sort by that column.

2. **Click** the filter icon to the right of a column heading to open the filter panel for that column.

3. Use the contents listed to **select** and filter for specific entry/entries. You can also search for a specific entry by **entering** a keyword into the search field.

4. Once all options have been selected or entered, **click** the Apply button.
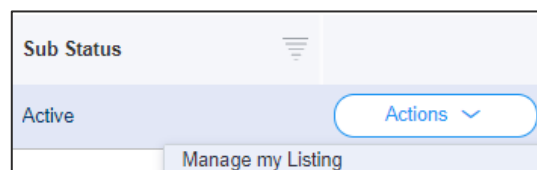
Note: You can only sort and filter by one column at a time, but you may check multiple options when filtering.

When using column filters, the information available under the STRA properties will change to show only the records that match your filtering. If there are no results you can refresh by clicking on the STRA listings menu option.
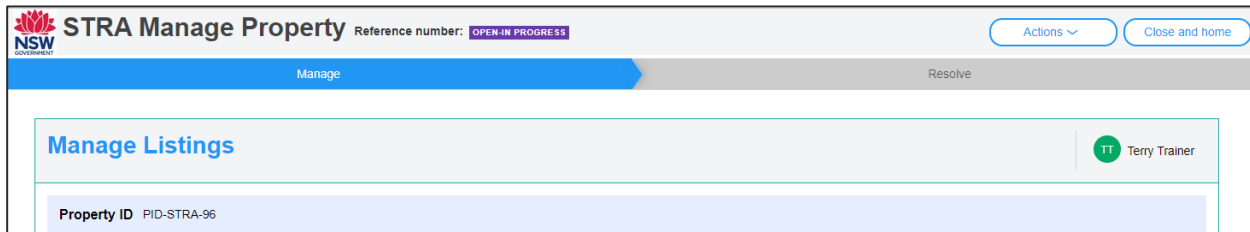
Managing a listing

Once the property is registered, you can update the residential accommodation type, hosting type and dwelling address under Manage my Listing. The dwelling suburb and postcode cannot be updated.

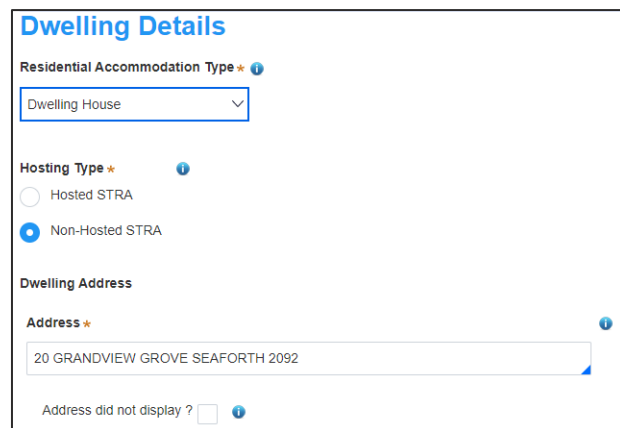2. **Select** Manage my Listing from the actions dropdown menu.

Note: The Manage Property screen will display.

3. Make your changes to the dwelling details.

Note: For unregistered addresses, there is no auto-populate feature. Tick the Address did not display box and enter the address manually.

4. **Click** Submit.

Note: You may also click Cancel to return to the active work area.

Changing the hosting type may alter the number of booking days allocated for your property.

End of steps

If you need more information

- Click the help link at the top of the screen to access the NSW Planning Portal help pages and articles.
- Review the Frequently Asked Questions here, or contact ServiceNSW on 1300 305 695.