

# Manage a Short-Term Rental Accommodation (STRA) property

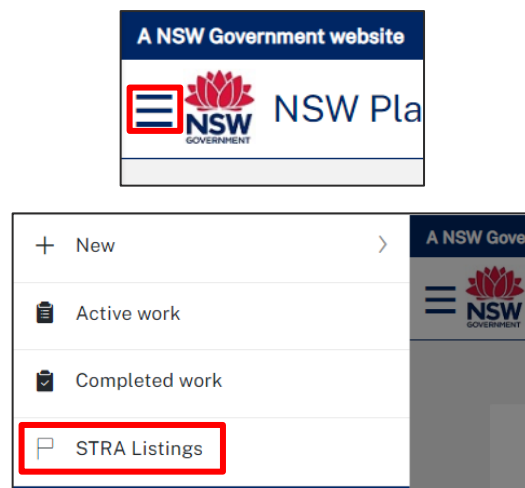
Following the registration of a short-term rental accommodation (STRA) property, registrants can manage their properties via the STRA listings area in the NSW Planning Portal.

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 *De-registering a Short-Term Rental Accommodation listing* quick reference guide.

## Locating STRA listings

1. Log in to the NSW Planning Portal and **open** the main menu in the top left-hand corner of the screen, then **click** STRA Listings to open the STRA Properties area.



**Note:** The STRA Properties area will open displaying all STRA properties that have been registered under your NSW Planning Portal account.

STRA Properties							Close
This page displays the completed Short term Rental Accommodation (STRA) properties registered by this account. Any in progress registrations can be viewed on the active work NSW Planning Portal dashboard. To add a new STRA listing, select the "Add new listing" button below. You can also add a new listing by selecting "STRA Registration" from the New menu on the left.							
							Add new listing
Property ID	Site Address	Hosting Type	Renewal Date	Status	Sub Status		
PID-STRA-2120	180 NEW ENGLAND HIGHWAY RUTHERFORD 2320	Hosted	17/01/2024	Registered	Active		Actions

## Column descriptions

Below is a description of the content located under each of the column headings within the STRA properties area.

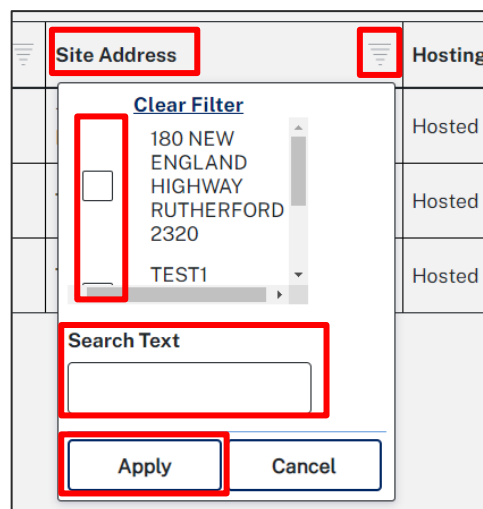
Column Name	Description
Property ID	Unique identifier for the property assigned by the NSW Planning Portal after the registration process is complete
Site Address	The address of the site on the registration
Hosting Type	Can be either hosted or non-hosted as defined in the legislation
Renewal Date	The 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.

2. **Click** a column heading to sort by that column.
3. **Click** the filter icon to the right of a column heading to open the filter panel for that column.
4. 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.

5. Once all options have been selected or entered, **click** the Apply button.

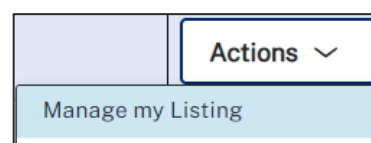


**Note:** You can only sort and filter by one column at a time, but you may check multiple options when filtering. When using column filters, the information available under the STRA properties will change to show only the records that match your filtering. If there are no results you can refresh by 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.

6. **Select** Manage my Listing from the Actions dropdown menu beside the relevant property.



**Note:** The Manage Property screen will display.

STRA Manage Property

Reference number: In progress

Actions

Close and home

Manage

Resolve

Manage Listings

Walter White

Property ID PID-STRA-2120

7. Edit the dwelling details, as needed.

Dwelling details

Enter the details of the dwelling to be registered on the Short-term Rental Accommodation register.

Residential accommodation type\*

Dwelling House

Hosting type\*

Hosted STRA

Non-Hosted STRA

Dwelling address

Address\*

180 NEW ENGLAND HIGHWAY RUTHERFORD 2320

Address did not display ?

8. Click Submit.

Submit

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

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 - <https://www.planningportal.nsw.gov.au/support/frequently-asked-questions> and / or contact ServiceNSW on 1300 305 695.
- For STRA Register questions, please contact the NSW Planning Portal team at [stra@dpie.nsw.gov.au](mailto:stra@dpie.nsw.gov.au).