



**SONOMA COUNTY TAX COLLECTOR**  
 P.O. Box 3879, Santa Rosa, CA 95402-3879  
 Phone (707) 565-7133 Fax (707) 565-1167

<i>FOR TAX OFFICE USE ONLY</i>	
TOT # _____	DIST _____
APN _____	
Orig Issue Date: _____	
Rev Issue Date: _____	

**TRANSIENT OCCUPANCY TAX (TOT) REGISTRATION FORM**  
**FOR OWNER-OPERATED VACATION RENTALS**

This form must be filed with the Sonoma County Tax Collector's Office prior to commencing business and/or when a change is made to this record. Please mail to the above address: Attention: TOT

**Complete this form exactly as you wish to register**

**OWNER AND PROPERTY INFORMATION: This Registration is:  NEW PROPERTY  INFORMATION UPDATE**

1. Property Name: \_\_\_\_\_

2. Owner Name(s): \_\_\_\_\_

3. Situs Address: \_\_\_\_\_  
Physical address City Zip code

4. Mailing Address: \_\_\_\_\_  
City/State Zip code

5. Owner Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

6. Ownership Type:  Individual  Partnership  Limited Liability Company  Corporation  Other \_\_\_\_\_

7. Date of Initial Rental: \_\_\_\_\_ Website: \_\_\_\_\_

8. Advertising Platforms:  Airbnb Exclusive  Airbnb  VRBO/Home Away  FlipKey  Trip Advisor  Other \_\_\_\_\_

9. Additional Owners, Partners or Corporate Officers:

Name	Title	Address
10. <b>Rental Information</b>	Low High	11. <b>Facility Type: SELECT ONE OPTION</b>
Rate per Night	<input type="text"/> <input type="text"/>	<input type="checkbox"/> Primary <input type="checkbox"/> 2 <sup>nd</sup> Home
Number of Sleeping Rooms	<input type="text"/>	<input type="checkbox"/> Hotel / Motel <input type="checkbox"/> Other Multi-Unit
Number of Rentable Units (Single Family Dwelling=1)	<input type="text"/>	<input type="checkbox"/> RV / Mobile Park <input type="checkbox"/> Campground

**I ACKNOWLEDGE I AM AWARE OF THE PERMIT REQUIREMENTS IN VACATION RENTAL ORDINANCE NO. 6145 AND MY RESPONSIBILITIES UNDER TOT ORDINANCES 5823 AND 6173.**

**I declare, under penalty of perjury, that the information contained herein is true and correct to the best of my knowledge.**

12. **Owner Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

13. *If the Owner does not operate the vacation rental business please furnish the following information:*

Property Manager: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Management Type:  Contact Person  Tax Reporting \_\_\_\_\_  
 Signature / Date

For Questions Regarding Registration or Quarterly Reports Contact the Tax Collector's Office at (707) 565-7133.  
 The Treasurer-Tax Collector's Office may share information with other County departments.

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<input type="checkbox"/> EX	<input type="checkbox"/> DB	<input type="checkbox"/> CRT	<input type="checkbox"/> LTR	<input type="checkbox"/> FRM	<input type="checkbox"/> M	<input type="checkbox"/> SCAN

## **TRANSIENT OCCUPANCY TAX REGISTRATION INSTRUCTIONS FOR OWNER-OPERATED RENTALS**

These instructions are for facilities offering accommodations of one or more rooms, or living spaces located in the unincorporated area of Sonoma County. All operators of facilities in an incorporated city within Sonoma County should contact that city for transient occupancy tax information.

Complete the Registration Form as instructed here and return it to our office to receive your Transient Occupancy Tax (TOT) Certificate. The original Certificate must be displayed in a prominent place at the vacation rental. Operators operating without a valid TOT Certificate shall be guilty of a misdemeanor, which is punishable by a fine not to exceed five hundred dollars (\$500.00) or imprisonment for a term not to exceed six (6) months, or by both such fine and imprisonment. Each day of operation without a valid TOT Certificate shall be deemed a separate offense.

### Instructions for completing the TOT Registration for Owner-Operated Rentals:

**Item 1:** Name of the business or rental property. It is usually a descriptive or marketing reference, for example "The Little Red House". It does not need to be a legally registered name. If left blank, the property's situs will appear on the TOT Certificate as the Property Name.

**Items 2-5:** Owner(s) contact information and Property Address (Situs Address).

**Item 6:** Identify ownership of the business or rental property.

**Item 7:** Date rental operations began or will begin under the registering ownership.

**Item 8:** Provide all advertising platforms to be used for the rental property.

**Item 9:** List any additional partners or owners that may apply.

**Item 10:** Provide the low and high nightly rates, number of sleeping rooms, and number of rentable units (Note: A Single Family Dwelling is considered 1 unit).

**Item 11:** Provide the type of facility you are registering. Note: "Primary" means your full-time residence.

**Item 12:** Owner(s)' initials and original signature(s) are required in this section. If you submit this form electronically, please submit it with your signature(s) and initials.

**Item 13:** Provide your Property Manager's contact information if applicable. Additional information may be required if a Property Manager is involved with rental operations and tax reporting.

Tax reporting is mandatory on a quarterly basis. Once registered the Tax Collector will provide your facility with a quarterly Tax Return which must be completed and returned to the Tax Collector's Office, with the appropriate tax amount, postmarked on or before the due date for the reporting quarter. It is your responsibility to file on time, even if you do not receive a Tax Return from our office. Even if you collect no rents during the reporting quarter, you must file a \$0.00 return. Failure to submit the quarterly Tax Return and monies due will result in penalties and interest and further collection activity. Continued delinquency may result in the Operator being required to post a security bond and possible revocation of their TOT Certificate.

Operator records are subject to annual audits by the Sonoma County Auditor-Controller. These records are to be made available upon reasonable request and must be retained for a period of five (5) years.

Visit our website at <http://sonomacounty.ca.gov/ACTTC/Revenue-Accounting/Transient-Occupancy-Taxes/> for Tax Returns and additional TOT information. Copies of the Sonoma County Transient Occupancy Tax Ordinances are available upon request, or on our website. It is recommended that Operators read and comply with the Ordinances.

Please direct all questions regarding Transient Occupancy Taxes and related matters to:

**SONOMA COUNTY TAX COLLECTOR  
ATTN: TOT  
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SANTA ROSA, CA 95402-3879  
(707) 565-7133 / FAX: (707) 565-1167 / Email: [tot@sonoma-county.org](mailto:tot@sonoma-county.org)**