

CITY OF SANTA CRUZ

TRANSIENT OCCUPANCY TAX ELIGIBILITY CHECKLIST

Pursuant to Santa Cruz Municipal Code Chapter 3.28

City of Santa Cruz Finance Department

809 Center Street, Room 101, Santa Cruz, CA 95060

Phone: (831) 420-5070 Email: revenue@cityofsantacruz.com

PLEASE NOTE that the City is currently considering changes to its regulations that may limit short-term rentals. At present, there is a moratorium on the establishment of short-term/vacation rentals in a housing unit or duplex not occupied by the owner. Obtaining a TOT certificate does not guarantee continued short-term rental use. Additionally, Accessory Dwelling Unit properties may not be converted to short-term/vacation rentals.

All information is required unless noted otherwise.

1. Name of hotel/rental property _____

2a. Type of property Commercial: Hotel Motel B & B
 Residential: Single Family Residence (incl. condo/townhouse) Duplex
 Other

2b. Type of residential rental check if Accessory Dwelling Unit (ADU) property
 check if rental is a room or rooms in housing unit occupied by operator

3. Property address (street address, city, zip) _____

4. Is the property owner-occupied? Yes No

4a. If yes, number of months occupied during 0-6 mo. > 6 mo.
 the most recent calendar year # Months: _____ # Months: _____

5. Has this property been used previously as Yes No
 a short-term rental?

6. Start date _____
(date of first short-term rental if previously used as short-term rental, anticipated start date if not)

7. Name of operator & contact person _____

8. Relationship to housing unit to be rented _____
(owner/operator; non-owner occupant/operator; other operator; property management company)

9. Contact phone number _____

10. Contact address (street address, city, zip) _____
(if different from property address) _____

11. Contact email address (optional) _____

I/WE DECLARE UNDER PENALTY OF PERJURY THAT 1) I/WE ARE THE AUTHORIZED REPRESENTATIVE(S) OF THE BUSINESS; AND 2) THE INFORMATION CONTAINED HEREIN IS TRUE AND CORRECT.

Signature _____ **Date** _____

--- ALL INFORMATION IS SUBJECT TO AUDIT ---
Applicants will be notified once a determination has been made.
Applications and certifications do not constitute a permit or land use entitlement.