



Department of Finance
Revenue Development Division

APPLICATION FOR TRANSIENT OCCUPANCY REGISTRATION CERTIFICATE

Pursuant to Berkeley Municipal Code Chapter 7.36

To be completed by the owner or operator.
General instructions on how to complete this application are available on page 2 of this application.

REGISTRATION INFORMATION

Registration Type

- New Registration, Effective Date: _____
- Account Update, Effective Date: _____ Existing Certificate #: _____

Certificate Type

- Hotel/Motel/B&B/Inn Online Hosting Platform Management Company
- Mobile Home Short-Term Rental, Enter Zoning Certificate # _____ Other, Explain: _____

OPERATOR INFORMATION Mailing Address

Operator Name: _____ Contact Name: _____
 SSN or FEIN No: _____ *First name Last Name*

Mailing Address: _____ City: _____ State: _____ Zip Code: _____

Phone #: _____ Email Address: _____

PROPERTY INFORMATION Mailing Address

Property Name (DBA): _____ Contact Name: _____
First name Last Name

Berkeley Address: _____ Zip Code: _____ # of rooms/units: _____

Phone #: _____ Email Address: _____

OWNER INFORMATION Mailing Address

Same information as Operator

Operator Name: _____ Contact Name: _____
 SSN or FEIN No: _____ *First name Last Name*

Mailing Address: _____ City: _____ State: _____ Zip Code: _____

Phone #: _____ Email Address: _____

I declare under penalty of perjury that the above statement is true and correct to the best of my knowledge and belief.

Signature: _____ Date: _____

Printed Name: _____ Title: _____

Send application to:
 City of Berkeley
 Finance Dept. - Revenue Development
 2180 Milvia Street, 3rd Floor
 Berkeley, CA 94704

INSTRUCTIONS FOR COMPLETING THE TRANSIENT OCCUPANCY REGISTRATION CERTIFICATE APPLICATION

Pursuant to Berkeley Municipal Code Chapter 7.36, Operators renting occupancy to transients, shall register with the Tax Administrator and obtain a "Transient Occupancy Registration Certificate" within thirty (30) days after commencing business. The certificate is to be posted at all times in a conspicuous place on the premises.

General Instructions (New Registration and Account Updates)

Completed applications must be signed, dated, and mailed to:

City of Berkeley
Finance Department – Revenue Development
2180 Milvia Street, 3rd Floor
Berkeley, CA 94704

- **Registration Type** must be selected to indicate whether applicant is applying for a new certificate or updating information on an existing certificate.
- **Existing Certificate Number** must be provided for account updates.
- **Effective Date** is the date you began renting to Transients for new registrations, or when the change is effective for account update applications.
- **Certificate Type** must be selected by each applicant. Please select the type that most accurately describes your organization:
 - **Hotel/Motel/B&B/Inn** are lodging facilities operating as a hotel, motel, or bed and breakfast, or inn.
 - **Vacation Rental** is a fully furnished property, such as a condominium, townhome or single-family-style home, rented by a Transient for a designated period of time.
 - **Management Company** is a managing agent, such as a Vacation Rental Management Company.
 - **Online Hosting Platform** is an organization renting rooms to the public via the internet.
 - **Other** shall be selected for an organization that does not match any of the certificate types above. Describe the type of certificate requested in the field provided.
- **Operator Information** must be completed for all certificate types. Operator is the Person and/or Entity collecting and/or remitting tax to the City.
- **Property Information** must be completed for all certificate types.
- **Owner Information** must be completed for all certificate types.
- **Mailing address** (choose one only) must be selected indicating the preferred address for all correspondence.