



## THE CITY OF SAN DIEGO

### REGISTRATION CERTIFICATE INSTRUCTIONS

THIS FORM WILL GUIDE YOU ON HOW TO FILL OUT YOUR TRANSIENT OCCUPANCY REGISTRATION CARD:

Check the box which corresponds to the appropriate change for your establishment:

**NEW** - if this is a brand new establishment.

**NAME CHANGE** - if the name of the hotel/motel has changed.

**CHANGE OF OWNERSHIP** - when a new owner takes over an establishment.

**CHANGE OF MANAGEMENT** - when a new manager has been assigned to this establishment.

Please check either Seasonal or Monthly:

**SEASONAL** - if your establishment rents out in a particular period, occasionally or during the summer months.

**MONTHLY** - if your establishment rents out year round. \*Please note: if you are a monthly account, please send a Transient Occupancy Tax form every month (even if no rent is collected).

Please check one box for whether your establishment is a: hotel, motel, or other.

**DATE EFFECTIVE** - Please fill in the date the change will take effect.

**NAME AND BUSINESS ADDRESS** - Current establishment's name and address.

**APPLICATION NUMBER** - This is the Transient Occupancy Number. Fill in only if this is a change to an existing certificate. If this is a new registration, this number will be assigned by our office.

**NUMBER OR UNITS** - How many units your establishment has.

**BUSINESS TELEPHONE NUMBER** - Current telephone number.

**NAME, ADDRESS, AND TELEPHONE NUMBER OF HOTEL PROPRIETOR** - Please fill in the current name, address and telephone number of hotel owner.

**NAME, ADDRESS AND TELEPHONE NUMBER OF MANAGER OR CONTACT PERSON** - Please fill in the current name, address and telephone number of manager. It would be helpful to have the name of a contact person should questions arise.

**SIGNED AND DATE** - Please sign and date this registration card. This is very important.

