



THE CITY OF SAN DIEGO
Office of the City Treasurer
Application for Transient Occupancy
Registration Certificate

For Office Use Only	
Certificate No.	_____
Processed Date	_____

REGISTRATION INFORMATION

Registration Type New Registration Effective Date _____
 Account Update Existing Certificate Number _____

Certificate Type

Hotel/Motel/B&B Management Company
 Recreation Vehicle Park or Campground Internet Company
 Vacation Rental Other Explain: _____

OPERATOR INFORMATION

Mailing Address

Operator Name _____ Contact Name _____
Mailing Address _____ City, State, Zip Code _____
Phone No. _____ Fax No. _____
Email Address _____

PROPERTY INFORMATION

Mailing Address

Property Name (DBA) _____ Contact Name _____
Address _____ City, State, Zip Code _____
Number of Rooms/Units _____ Phone No. _____
Email Address _____ Fax No. _____

OWNER INFORMATION

Mailing Address

Same Information as Operator Owner Name _____
Mailing Address _____ City, State, Zip Code _____
Phone No. _____ Email Address _____

Name & Title (Print) _____
Signature _____ Date _____

Application for Transient Occupancy Registration Certificate

Per the San Diego Municipal Code (SDMC) §35.0113, Operators renting occupancy to transients, shall register with the City Treasurer 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 & Account Updates)

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

City Treasurer
Attention: TOT/TMD Desk
P.O. Box 122289
San Diego, CA 92112-2289

Completed applications can also be sent via email to sdtot@san diego.gov.

For questions, please visit our website at <http://www.sandiego.gov/treasurer/taxesfees/tot/index.shtml> or contact our office at 619-615-1530 or sdtot@san diego.gov.

A Transient Occupancy Registration Certificate will be sent to the Operator within 14 days of receipt of application.

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 (guests less than one (1) calendar month).

Certificate Type must be selected by each applicant. Please select the type that most accurately describes your organization:

Hotel/Motel/B&B are lodging facilities operating as a hotel, motel or bed and breakfast.

Recreational Vehicle Park or Campground is a facility operating as a recreational vehicle park or campground.

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.

Internet Company 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 (SDMC §35.0112). Operator is further defined in SDMC §35.0102.

Property Information must be completed for certificate types: Hotel/Motel/B&B, Recreational Vehicle Park or Campground, and Vacation Rental.

Owner Information must be completed for all certificate types.

Mailing address (choose one only) must be selected indicating the preferred address for all correspondence.