



Keith M. Williams
Treasurer – Tax Collector and
County Clerk

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***Request for Issuance of a
 Transient Occupancy Tax
 Clearance Certificate***

Staff Use Only
Receipt Date of Request:

Revenue & Taxation Code Section 7283.5

Allows a purchaser, transferee, or other person or entity attempting to obtain ownership of a property, the owner of which is required to collect the transient occupancy tax, may request a tax clearance certificate in order to avoid inheriting any unpaid, unreported, or underreported transient occupancy tax. Within 90-days of receiving the request for tax clearance, the county will do either issue the tax clearance certificate or request the current owner's records and conduct an audit. In some cases the owner may not have registered with the county, however, that does not relieve the imposition of taxes, nor does it prevent the transfer of the taxes to the new owner.

Seller's Name	Buyer's Name
Name of Business	Certificate # or Assessor's Parcel No.
Seller's mailing address	Buyer's mailing address
Seller's area code and telephone number	Buyer's area code and telephone number
Does the buyer intend to continue offering lodging after clearing the taxes? Yes No If yes, fill out and submit a Transient Occupancy Tax Application with the Planning Department. I declare under penalty of perjury that I am the prospective owner of the property on which this tax clearance certificate is requested, and that the information is true and correct.	Signature _____ Print Name _____

(STAFF USE)

<input type="checkbox"/> Request for the Tax Clearance Certificate has been approved. <input type="checkbox"/> Records show the subject property to have no current Transient Occupancy Tax liability due and owing. This certificate has been granted for taxes due and payable through: _____	<input type="checkbox"/> Request for the Tax Clearance Certificate has been denied due to: <input type="checkbox"/> Current owner(s) records are insufficient for audit. <input type="checkbox"/> The subject property has taxes due and owing in the amount of: _____ <input type="checkbox"/> Records from _____ to _____ must be made available.
Signature of Deputy Tax Collector	Dated