



APPLICATION for SHORT TERM RENTAL USE

Submit Application Packet To: Carpinteria Community Development Department
5775 Carpinteria Avenue, Carpinteria, CA 93013, (805) 684-5405

Prior to using any Residential Unit as a Short-Term Rental, the owner is required to apply for and obtain a Business License and Transient Occupancy Tax (TOT) Certificate. An application submittal checklist is attached to this application as Attachment A. Please submit this checklist with your completed application.

At all times a Residential Unit is in use as a Short-Term Rental, a notice shall be posted in a manner approved by the City of Carpinteria. The City of Carpinteria will send license and other materials for posting and instructions for posting to owners once licenses are issued. If you would prefer that license and other posting materials be sent to the property manager, initial here. On a quarterly basis, property owners are required to submit a Remittance Form (available online at the City's website) and payment of all applicable TOT or to report that no TOT was due per Carpinteria Municipal Code section 3.20 for each Residential Unit being used as a Short-Term Rental. Remittance forms are available on the City of Carpinteria's website at http://www.carpinteria.ca.us/. A sample Remittance Form is attached as Attachment E for your reference. For more information, please visit the City of Carpinteria's website at http://www.carpinteria.ca.us/.

Requested License:
Business Owner Information:
Business Information:
This business license is not a permit and does not authorize any occupation or activity which is otherwise not permitted by any regulation, rule or law, whether adopted by city, state or federal government.
I certify under penalty of perjury that the information provided herein is true, correct and complete.
Owner Signature Printed Name & Title Date
Fees (only checks are accepted; please make checks payable to City of Carpinteria) For Office Use Only:
Attachment A: Application Submittal Checklist Attachment B: Vacation Rental Overlay District Attachment C: Code Compliance Affidavit Attachment D: Insurance Affidavit Attachment E: TOT Information and Sample Remittance Form

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If you have any questions about this application or the City's Short Term Rental Ordinance please contact the Community Development Department: 805-755-4410, http://carpinteria.ca.us



# APPLICATION for SHORT TERM RENTAL USE

## Attachment A

City Of Carpinteria

### Submittal Checklist

Business Tax License and Transient Occupancy Tax Certificate Application for Short-Term Rental Use

**\*\*\*Please Submit with Completed Application\*\*\***

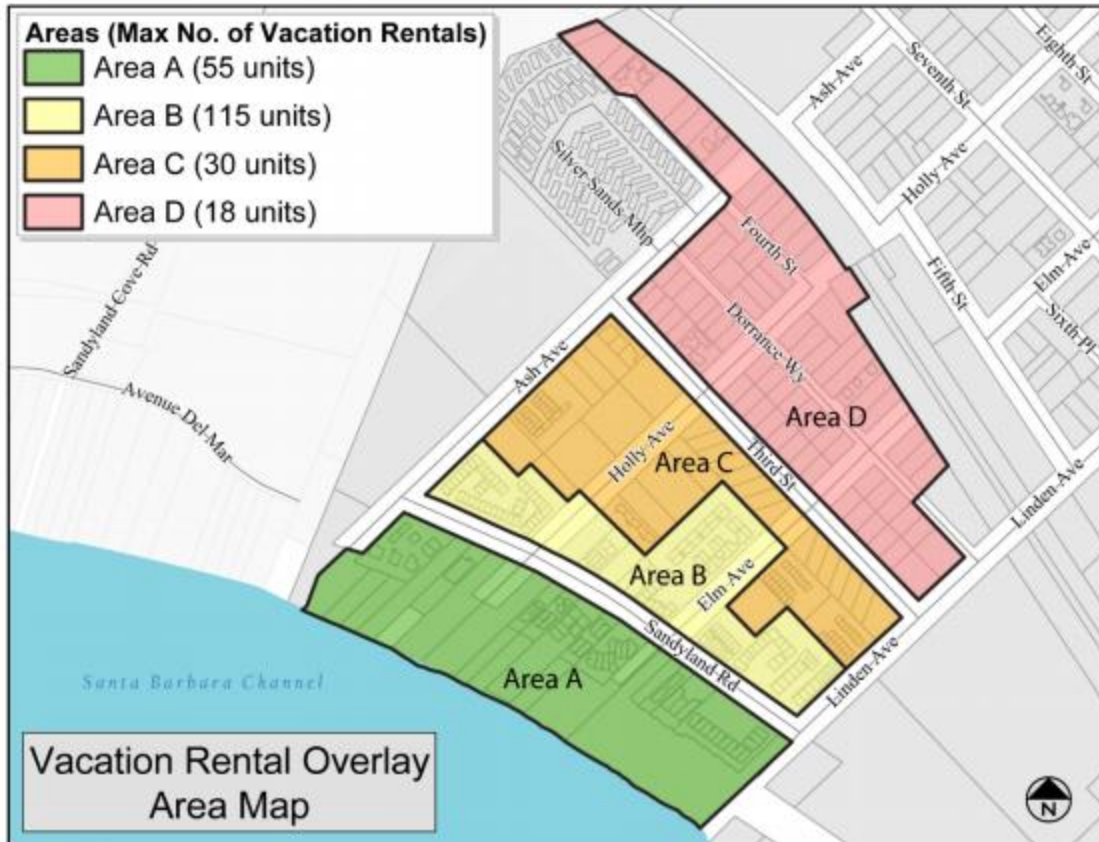
#### **Submittal Requirements**

1. Completed Business Tax License and Transient Occupancy Tax Certificate Application for Short-Term Rental Use \_\_\_\_\_
2. Signed Code Compliance Affidavit (see Attachment E) \_\_\_\_\_
3. If you are applying for a Vacation Rental License:
  - a. A signed Insurance Affidavit (see Attachment D) \_\_\_\_\_
  - b. A copy of Certificate of Insurance evidencing that the Residential Unit being used as a Vacation Rental is covered by insurance, including but not limited to fire, hazard, and liability insurance. This Certificate, obtained from your insurance company, should include the owner's name and the rental property address \_\_\_\_\_
4. If you are applying for a Vacation Rental License AND your Residential Unit is located outside of the Vacation Rental Overlay District, please provide the following information:
  - a. Financial evidence demonstrating that the Residential Unit has been used regularly and continually as a Vacation Rental in the twenty-four (24) months prior to October 26, 2015 \_\_\_\_\_
  - b. Financial evidence demonstrating that you have remitted all applicable transient occupancy taxes and business license fees to the City in the twenty-four (24) months prior to October 26, 2015 \_\_\_\_\_



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## Attachment B Vacation Rental Overlay District



Date: 4/26/2017



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Vacation Rental unit owner must sign and return the following with the application for Short-Term Rental Business Tax License and Transient Occupancy Tax Certificate.

### Attachment C

City of Carpinteria

#### **Short-Term Rental License Code Compliance Affidavit**

C.M.C. 14.47.070(h), 14.52.050(d)

I hereby attest that the residential unit at \_\_\_\_\_  
meets all applicable building, health and safety standards.

Owner Signature: \_\_\_\_\_

Owner Name: \_\_\_\_\_

Date: \_\_\_\_\_



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Vacation Rental unit owner must sign and return the following with the application for Short-Term Rental Business Tax License and Transient Occupancy Tax Certificate.

### Attachment D

City of Carpinteria

#### **Vacation Rental License Insurance Affidavit**

C.M.C. 14.47.070(f)

I hereby attest that the residential unit at \_\_\_\_\_  
is covered by adequate and appropriate insurance for vacation rental use, including and not limited to fire, hazard  
and liability insurance.

Owner Signature: \_\_\_\_\_

Owner Name: \_\_\_\_\_

Date: \_\_\_\_\_

In addition to the affidavit above, the applicant must submit a copy of Certificate of Insurance evidencing that the Residential Unit being used as a Vacation Rental is covered by insurance, including but not limited to fire, hazard, and liability insurance. This Certificate, which you can obtain from your insurance company, should include the owner's name and the rental property address.



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## Attachment E TOT Information and Sample TOT Remittance Form

### Transient Occupancy Tax (TOT)

For all Short Term Rentals, a TOT statement and payment is due at the end of each quarter. Owners must submit the TOT remittance form even if the amount owed is \$0. More information is available on the City's website. A property manager may remit TOT for the unit, provided they make it clear that the payment amount is for your unit on your behalf.

The City of Carpinteria's fiscal year runs July 1 – June 30. TOT remittances are due as follows:

Fiscal Year Quarters	TOT Remittance Due No Later Than
July 1 – September 30	October 31
October 1 – December 31	January 31
January 1 – March 31	April 30
April 1 – June 30	July 31

### CITY OF CARPINTERIA TRANSIENT OCCUPANCY TAX REMITTANCE



ESTABLISHMENT NAME: \_\_\_\_\_  
 TOT REGISTRATION CERTIFICATE # \_\_\_\_\_  
 RENTAL STREET ADDRESS AND UNIT # \_\_\_\_\_  
 ADDRESS OF OWNER/MANAGER \_\_\_\_\_  
 Mail This Form and Remittance to: \_\_\_\_\_ Unit APN \_\_\_\_\_  
**City of Carpinteria** Owners Name \_\_\_\_\_  
**5775 Carpinteria Avenue** Owners Address \_\_\_\_\_  
**Carpinteria California 93013** City, State, Zip \_\_\_\_\_

Pursuant to Carpinteria Municipal Code Chapter 3.20, this return must be completed and submitted with payment on or before the last day of the month following the close of each calendar quarter or at the close of any shorter reporting period which may be established by the city clerk.

This return is for the period beginning (mm/dd/yy) \_\_\_/\_\_\_/\_\_\_ and ending (mm/dd/yy) \_\_\_/\_\_\_/\_\_\_

B. Allowable deductions (see below\*) \$ \_\_\_\_\_  
 C. Subtract line B from line A) \$ \_\_\_\_\_  
 D. Enter 12% of the amount on line \_\_\_\_\_ \$ \_\_\_\_\_  
 E. Enter 10% of line D paid in advance (for each month past due) \$ \_\_\_\_\_  
 F. ENTER TOTAL REMITTED (add lines D and E) \$ \_\_\_\_\_

I certify under penalty of perjury that all information in this report is, to the best of my knowledge, true, correct and complete.

Prepared by / Signed \_\_\_\_\_ Print name \_\_\_\_\_  
 Date \_\_\_\_\_ Phone Number (\_\_\_\_) \_\_\_\_\_ email \_\_\_\_\_

**\*ALLOWABLE DEDUCTIONS:**

(1) Rents received for rooms occupied for more than thirty days by the same tenant by prearranged written agreement. See CMC Chapter 3.20 UNIFORM TRANSIENT OCCUPANCY TAX for complete information.

FOR QUESTIONS REGARDING TRANSIENT OCCUPANCY TAX PLEASE CALL (805) 684-5405 X 448.  
JohnT@ci.carpinteria.ca.us