



**APPLICATION**

**BUSINESS TAX AND LICENSING – TOT REGISTRATION**

*Hotels/Motels / Short-term Rentals*

Business #: \_\_\_\_\_

SIC Code: \_\_\_\_\_

**NEW APPLICATION**

**RENEWAL / UPDATE**

**INSTRUCTIONS:**

- \$ All questions on this form must be answered or designated not applicable (N/A) where appropriate.
- \$ Additional information may be required pursuant to Los Gatos Town Code, Chapter 14 and Chapter 15
- \$ In compliance with requirements of the State Controller’s Office, a Business Tax Certificate (License) will not be issued without the following information.

**PLEASE PRINT ALL INFORMATION:**

1. **Business Name:** \_\_\_\_\_ **E-Mail:** \_\_\_\_\_  
*For short-term rentals, use "Property Owners Name, Short-term Rental"*

**Property Address:** \_\_\_\_\_  
 Number Street City State ZIP

**APN:** \_\_\_\_\_ **Business Telephone:** \_\_\_\_\_ **Operation Start Date:** \_\_\_\_\_

**Owner(s) Mailing Address:** \_\_\_\_\_  
 (If different) Number Street City State ZIP

**Type of Property (Check all that apply):**  Hotel/Motel  Short-Term Rental: Airbnb Only  Short-Term Rental: (Other Hosting Platforms)

2. **Type of Ownership (Check one only):**  
 Partnership  Corporation  Trust  Sole Proprietorship  LLC  OTHER: \_\_\_\_\_

**Owner(s) Name:** \_\_\_\_\_

**Owner(s) Telephone #:** \_\_\_\_\_ **Owner(s) Cellphone #:** \_\_\_\_\_

**Owner(s) Email:** \_\_\_\_\_

3. **At least one of the following is required:**  
 \$ Federal Employer ID #: \_\_\_\_\_  
 \$ State Employer ID #: \_\_\_\_\_  
 \$ Board of Equalization #: \_\_\_\_\_

4. **Complete the following:** TOTAL NUMBER OF HOTEL ROOMS / BEDROOMS RENTED AT PROPERTY: \_\_\_\_\_

HOTEL/MOTEL/SHORT-TERM BUSINESS LICENSE TAX – \$7.50 PER ROOM/BEDROOM: \$ \_\_\_\_\_

SB 1186 State Mandated Fee\* PER BUSINESS( \*See notation on reverse side) \$ 4.00

**SELECT ONE:**  \$40.00 In-Town BL Processing Fee  \$30.00 BL Renewal Processing Fee \$ \_\_\_\_\_

**TOTAL** \$ \_\_\_\_\_

- **The license period is from January – December, renewable annually.**
- It shall be unlawful for any person to transact and carry on any business, trade, profession, calling or occupation in the Town without first having procured a license from the Town. Sec.14.10.015
- If a business plans to establish within Town limits, the Planning Division of Community Development requires approval/compliance of zoning requirements for the pending business location.
- **I understand that obtaining this business license will not authorize me to use the property or conduct the business in violation of any Local, State, or Federal law. I understand that it is my obligation to determine the legal restrictions involved before beginning or changing the business.**

I have read and understand all provisions of the Town Code Chapter 25, Article III regarding Transient Occupancy Tax (TOT). I DECLARE UNDER PENALTY OF PERJURY that the foregoing is true and correct and if called as witness I could competently testify to the facts contained herein.

**OWNER SIGNATURE:** \_\_\_\_\_ **PRINT NAME:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

\* Under federal and state law, compliance with disability access laws is a serious and significant responsibility that applies to all California building owners and tenants with building open to the public. You may obtain information about your legal obligations and how to comply with disability access laws at the following agencies:

The Division of the State Architect at [www.dgs.ca.gov/dsa/Home.aspx](http://www.dgs.ca.gov/dsa/Home.aspx).

The Department of Rehabilitation at [www.rehab.cahwnet.gov](http://www.rehab.cahwnet.gov).

The California Commission on Disability Access at [www.cdda.ca.gov](http://www.cdda.ca.gov).