



# THE CITY OF LAKEPORT

## 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

- |  |   |
|--|---|
| <input type="checkbox"/> Hotel/Motel/B&B   | <input type="checkbox"/> Management Company |
| <input type="checkbox"/> Recreation Vehicle Park or Campground   | <input type="checkbox"/> Internet Company   |
| <input type="checkbox"/> Vacation Rental   | <input type="checkbox"/> Other _____        |
| <input type="checkbox"/> Business does <b>not</b> have guest who stay 30 consecutive calendar days or less |   |

### OPERATOR INFORMATION

MAILING ADDRESS

Operator Name \_\_\_\_\_ Contact Name \_\_\_\_\_  
Address \_\_\_\_\_ City, State, Zip Code \_\_\_\_\_  
Phone No. \_\_\_\_\_ Cell/Mobile 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. \_\_\_\_\_  
Cell/Mobile No. \_\_\_\_\_ Email Address \_\_\_\_\_  
Fax No. \_\_\_\_\_

### OWNER INFORMATION

MAILING ADDRESS

- Same Information as Operator

Owner Name \_\_\_\_\_ Contact Name \_\_\_\_\_  
Address \_\_\_\_\_ City, State, Zip Code \_\_\_\_\_  
Phone No. \_\_\_\_\_ Cell/Mobile No. \_\_\_\_\_  
Email Address \_\_\_\_\_

Name & Title (Print) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

## Application for Transient Occupancy Registration Certificate

Per the Lakeport Municipal Code §3.20.070, Within thirty days after the effective date of the ordinance codified in this chapter or within thirty days after commencing business, whichever is later, each operator of any hotel renting occupancy to transients shall register said hotel with the tax administrator and obtain from him a transient occupancy registration certificate to be at all times posted in a conspicuous place on the premises.

### General Instructions (New Registration & Account Updates)

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

City of Lakeport  
Attention: Finance Director  
225 Park Street  
Lakeport, CA 95453

For questions, please visit our website at <http://www.cityoflakeport.com/departments/faq.aspx?deptID=75&ID=45> or contact our office at 707-263-5615 x16.

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 means the person who is proprietor of the hotel, whether in the capacity of owner, lessee, sublessee, mortgagee in possession, licensee or any other capacity. Where the operator performs his function through a managing agent of any type or character other than an employee, the managing agent shall also be deemed an operator for the (LMC §3.20.020). Operator is further defined in LMC §3.20.060.

**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.