

**TRANSIENT OCCUPANCY TAX  
SHORT-TERM VACATION RENTAL**

Use this form to report Transient Occupancy Tax collected for a short-term vacation rental. A separate return must be submitted for each month. In lieu of this form, you may report and pay online at: [www.cityofventura.ca.gov/TOTPayment](http://www.cityofventura.ca.gov/TOTPayment)

Property Owner: \_\_\_\_\_  
Property Name: \_\_\_\_\_  
Property Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

STVR Permit #: \_\_\_\_\_  
Month Covered: \_\_\_\_\_  
Due Date: \_\_\_\_\_  
Delinquent Date: \_\_\_\_\_  
# Days Occupied: \_\_\_\_\_

(1)	TOTAL RENT COLLECTED FOR THE MONTH:	\$
(2)	RENT EXEMPT FROM TRANSIENT OCCUPANCY TAX:	\$
(3)	TAXABLE RENTS: Subtract line 2 from line 1	\$
(4)	TOT TAX: 10% of Line 3	\$
(5)	PENALTIES: See below for calculation instructions	\$
(6)	INTEREST: See below for calculation instructions	\$
(7)	TOTAL TAX DUE: Add lines 4, 5, and 6	\$

OFFICE USE ONLY	PMD _____
	CHECK AMT _____
	CHECK NO. _____

*"I declare under penalty of perjury under the laws of the State of California, that the foregoing is true and correct."*

Signature of Property Owner or Agent

Date

Print Name

Title

**Line 2 - RENT EXEMPT FROM TRANSIENT OCCUPANCY TAX**

Any exemption from rent must include a filing of the Exemption Claim Form - Transient Occupancy Tax. If the exemption is due to a stay of 30 days, or longer, include a copy of the lease agreement.

If your Transient Occupancy Tax is paid ON OR AFTER the Delinquent Date, you must include penalties and interest which shall be calculated as follows:

**Line 5 - PENALTIES**

- 10% of line 4, if filed within 30 days of the Delinquent Date.
- 20% of line 4, if filed more than 30 days after the Delinquent Date.

**Line 6 - INTEREST**

- ½ % of line 4 for each month, including partial month, after the Delinquent Date.

**IMPORTANT NOTES:**

\$0 Rents Collected - You must file this form even if you have not collected any rents for the given month.

Postmark Date - Payment must be postmarked by U.S. Postal Service prior to the Delinquent Date.

**RETURN THIS FORM WITH PAYMENT**

Business Tax Office: 501 Poli Street Room 107, Ventura, CA 93001  
Ph: 805-658-4715 ▪ Fax: 805-653-0634 ▪ Email: [BL@cityofventura.ca.gov](mailto:BL@cityofventura.ca.gov)