

**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 quarter.

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:

Business License #:	
STVR Permit #:	
Quarter Covered:	<input type="checkbox"/> Q1 (JAN 1 - MAR 30) <input type="checkbox"/> Q2 (APR 1 - JUNE 30) <input type="checkbox"/> Q3 (JULY 1 - SEPT 30) <input type="checkbox"/> Q4 (OCT 1 - DEC 31)
Due Date:	
Delinquent Date:	
# Days Occupied:	

<b>1</b>	<b>TOTAL RENT COLLECTED FOR THE QUARTER:</b>	\$
<b>2</b>	<b>RENT EXEMPT FROM TRANSIENT OCCUPANCY TAX:</b>	\$
<b>3</b>	<b>TAXABLE RENTS:</b> Subtract line 2 from line 1	\$
<b>4</b>	<b>TOT TAX:</b> 10% of Line 3	\$
<b>5</b>	<b>PENALTIES:</b> See below for calculation instructions	\$
<b>6</b>	<b>INTEREST:</b> See below for calculation instructions	\$
<b>7</b>	<b>TOTAL TAX DUE:</b> 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 the guest's information on the reverse side of the TOT Return or on a separate sheet of paper. The Exemption Claim Form - Transient Occupancy Tax must also be signed by the guest and retained in the business owner's files.

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:**

- 1/2 % 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 quarter.

**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 St Room 107, Ventura, CA 93001

**Phone:** 805-658-4715

**Fax:** 805-653-0634

**Email:** [BL@cityofventura.ca.gov](mailto:BL@cityofventura.ca.gov)

