



Sonoma County Transient Occupancy Tax Program

585 Fiscal Drive, Suite 100, Santa Rosa, CA 95403

Email: tot@sonomacounty.gov | Phone: (707) 565-7133

FOR TAX OFFICE USE ONLY

TOT CERT NO. _____

☐ EXC ☐ HDL ☐ CHL ☐ DOC

REQUEST TO CLOSE TRANSIENT OCCUPANCY TAX (TOT) CERTIFICATE

This form must be filed with the TOT Program to close a TOT certificate. Please submit the completed form via email or mail to the above address. **Please note: updates from this form apply to the TOT program only, you must contact all other programs and/or departments directly.**

TOT Certificate Number: _____ Property Name: _____

Owner(s) Name: _____

Request Submitted By: ☐ Owner ☐ Owner's Agent ☐ Property Manager (complete PM section below)

Situs (Physical) Address: _____ City: _____ Zip: _____

CLOSURE REASON (SELECT ONLY ONE):

Effective Date: _____

☐ The property is no longer being rented on a short-term basis (30 days or less).

☐ The property was sold on _____

Is the TOT Certificate Enclosed? ☐ Yes ☐ No, it was lost or destroyed

Reporting must be current prior to closure, select one below:

☐ Final TOT Return is enclosed for the following quarter: _____

☐ Final TOT Return has already been filed for the following quarter: _____

I certify, under penalty of perjury, the information contained herein is true, correct, and complete to the best of my knowledge.

Owner's Signature _____ Date _____

For properties managed by a property manager (PM):

PM ID No. _____ PM Name: _____

Effective _____ this property is no longer being represented by our company, please remove it from our inventory list. The property:

☐ Was sold on _____

☐ Became owner occupied

☐ Was removed from the vacation rental market

☐ Other: _____

TOT PM Account Closure (please note all individual properties must be removed first)

PM ID No. _____ PM Name: _____

☐ Close my TOT PM Account, effective date: _____

I certify, under penalty of perjury, the information contained herein is true, correct, and complete to the best of my knowledge.

Property Manager's Signature _____ Date _____