



## Transient Occupancy Tax Division

This form must be filed with the Transient Occupancy Tax to close a TOT Certificate.  
Complete this form in its entirety and submit by mail or e-mail to the address listed above

### Close TOT/TBID Certificate

Effective date: \_\_\_\_\_

TOT Certificate Number: \_\_\_\_\_

### Close Business License

Effective Date: \_\_\_\_\_

Business License Number: \_\_\_\_\_

Property Name: \_\_\_\_\_

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

Request Submitted By:  Owner  Owner's Agent

Property Address: \_\_\_\_\_

### Select all that apply:

- The property is no longer being rented on a short-term basis (i.e., 30 days or less).  
 The property was sold on \_\_\_\_\_

### For properties managed by a property manager (PM):

PM ID No. \_\_\_\_\_ PM Name: \_\_\_\_\_

Effective \_\_\_\_\_ this property is no longer being represented by our property management company please remove from our inventory list.

The property:

- Was sold on \_\_\_\_\_  Became owner occupied \_\_\_\_\_  
 Became a vacation rental by owner (VRBO)  Was removed from the vacation rental market  
 Transferred to another PM – provide name of new PM if available \_\_\_\_\_  
 Other \_\_\_\_\_

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

### Select one:

- Final TOT Return is enclosed for the following quarter: \_\_\_\_\_  
 Final TOT Return has already been filed for the following quarter: \_\_\_\_\_  
 Final TOT Return will be filed by former PM at the end of the following quarter: \_\_\_\_\_

I certify, under penalty of perjury, the information contained herein is true, correct, and complete to the best of my knowledge. I further understand that the Tax Collector will pursue further collection efforts if business continues to run as normal or if business is re-opened without a license with Madera County.

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Owner's Printed Name

\_\_\_\_\_  
Phone/E-Mail

\_\_\_\_\_  
Date