Instructions for Application for
Transient Occupancy Registration Certificate
(New Registration & Account Updates)

Completed applications must be signed, dated, and mailed to:
Goleta City Hall
Attention: Finance Department
130 Cremona Drive, Suite B
Goleta, California 93117

Completed applications can also be sent via email to financegroup@cityofgoleta.org

For questions, please visit our website at http://www.cityofgoleta.org/city-hall/finance/finance-administration-budget/transient-occupancy-tax-tot or contact our office at (805) 961-7500

A Transient Occupancy Registration Certificate will be sent to the Operator within 14 days of receipt of application.

Registration Type: indicate whether applicant is applying for a new certificate or updating information on an existing certificate.

Existing Certificate Number: please provide for account updates

Certificate Type: please select the type that most accurately describes your organization:

- **Hotel/Motel**: lodging facilities operating as a hotel, motel or bed and breakfast.
- **Short-Term Vacation Rental**: a fully furnished property, such as a condominium, townhome or single-family-style home, rented by a Transient for a designated period of time, but the owner does not live on the premises or on a separate dwelling unit on the property.
- **Owner-Occupied Vacation Rental**: property in which the owner lives on the premises

Hotel/Vacation Rental Information: This information is regarding the property in which the Transient will stay at.

Owner Information: This information is regarding all ownership information, whether it be a corporate office or a separate home of residence.

Management Company: If applicable, this is the information of the company that manages the property. All correspondence may be sent here if responses to inquiries are not received directly from the hotel or owner.