



**SONOMA COUNTY TRANSIENT OCCUPANCY TAX PROGRAM**

585 Fiscal Drive, Suite 100, Santa Rosa, CA 95403  
Phone: (707) 565-7133 E-Mail: [TOT@sonoma-county.org](mailto:TOT@sonoma-county.org)

**REQUEST TO CLOSE TRANSIENT OCCUPANCY TAX (TOT) CERTIFICATE**

This form must be filed with the Transient Occupancy Tax Program to close a TOT Certificate.  
Please mail to the above address.

**Complete this form in its entirety**

**TOT Certificate Number and 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). Close TOT Certificate effective \_\_\_\_\_.
- Using Airbnb **exclusively** to book short-term rentals. Close TOT Certificate effective \_\_\_\_\_.
- The property was sold on \_\_\_\_\_. Close TOT Certificate effective \_\_\_\_\_.

**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.**

\_\_\_\_\_  
Owner's Signature                      Owner's Printed Name                      Phone/E-Mail                      Date

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

Effective April 1, 2019, Request to Close Forms require an Owner's signature.

**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                      Title                      Phone/E-Mail                      Date