City of Santa Clara

Municipal Services Division - Business Tax Unit
1500 Warburton Ave, Santa Clara, CA 95050
Phone: (408) 615-2310 Fax: (408) 241-1543

BC# _____
For Office Use Only

New Rental Unit Tax Affidavit

Instructions:

1. **All questions must be answered or designated not applicable (N/A), as appropriate.**
2. **Carefully read the "Note to Applicant" section.**
3. **Additional information may be required (see section on "Additional Forms Required").**
4. **Make checks payable to the City of Santa Clara and submit with completed affidavit.**
5. **A separate application must be completed for each location.**

PLEASE TYPE OR PRINT CLEARLY IN INK

Business Name: _____ DBA: _____

Business Address: _____

Mailing Address: _____

Business Phone: _____ Fax: _____ Email: _____

Has the applicant had a business certificate in Santa Clara in the past? ☐ Yes ☐ No

Do you claim an exemption to pay Business Tax? ☐ Yes ☐ No
If yes, include proof of exemption as provided by Internal Revenue Service (Federal Form 501C)

Ownership: ☐ Corporation ☐ Ltd Liability Co (LLC) ☐ Partnership ☐ Sole Proprietorship/Individual
(Check one)

Federal Tax ID (FEIN): _____ (FEIN required for Corporation, LLC, and Partnership)

Please list information regarding the business owner (s) and/or all partners and officers: (attach additional sheet, if necessary)

Name	Title	Alternate Address *(Cannot be PO Box)*	Alternate Phone #	Social Security # *(for Sole Proprietors/Individuals)*

Business Description: _____

Emergency Contact:
Name: _____ Phone: _____
Address: _____ Cell: _____

Property Manager:
Name: _____ Phone: _____
Address: _____ Cell: _____

Enter fees from reverse side (Page 2) of the form:

ALL TAXES AND FEES ARE
NONTRANSFERABLE AND NONREFUNDABLE

Business Tax:	
Hotel/Motel Fee:	
Fire Permit Fee:	
State CASp Fee:	$1.00
Total Fee:	

The issuance of a certificate under the provisions of this chapter to a particular certificate holder does not constitute approval, direct or indirect, by the city that the certificate holder may operate such business in violation of any of the provisions of the City Code, ordinances or resolutions or any law of the state or federal government. Any business to whom a certificate has been issued under this chapter will continue to be required, after the issuance thereof, to comply with all the laws of the city including, but not limited to its zoning regulations, building regulations, fire regulations, plumbing regulations, electrical regulations, mechanical code and subdivision regulations. (Code, Sections 3.40.220, 3.40.230)

Signature _____ **Date** _____

Print or Type Name _____ **Title** _____

NOTE TO APPLICANT:

Notice: Under federal and state law, compliance with disability access laws is a serious and significant responsibility that applies to all California building owners and tenants with buildings open to the public. You may obtain information about your legal obligations and how to comply with disability access laws at the following agencies: The Division of the State Architect at www.dgs.ca.gov/dsa/Home.aspx - The Department of Rehabilitation at www.rehab.cahwnet.gov – The California Commission on Disability Access at www.ccda.ca.gov

1. Businesses with a fixed location in the City of Santa Clara pay both the Business Tax and Fire Inspection Permit Fee.
2. Calculate Business Tax and Fire Inspection Fee from the instructions listed below.
3. All Tax Certificates must be renewed or cancelled at time of expiration or additional fees/penalties will apply.
4. Three or more units require a Rental Unit Tax Affidavit
5. The Uniform Fire Code requires that all fixed places of business in the City of Santa Clara obtain a Fire Permit for the facility or activity annually. Should you have questions about these fees, call the Fire Department at (408) 615-4900.

Instructions for RENTAL UNIT Tax Affidavit Fee Calculations:

1. To determine tax due, total number of units and multiply by per unit cost shown below.
2. Calculate and enter amount on "Total Tax Due" line.
3. Hotels and Motels pay **$3.00 per room** and **$49.10 fire permit fee**. Additional fees may apply after fire inspection.
4. **HOMEOWNERS ASSOCIATIONS** are subject to an **$11.00 per unit FIRE PERMIT FEE** only. Inquiries should be directed to the Fire Department at (408) 615-4900
5. Total tax and fees, then enter amount on the front (1st page) of this document.

	ADDRESS WHERE UNITS ARE LOCATED IN THE CITY OF SANTA CLARA		Business Tax Fees $5.22 per unit	Hotel/Motel Only $3.00 per room	Fire Permit Fees $11.00 per unit
List ALL Rental Units in Santa Clara. Include single family homes, apartments, Hotel or Motel units. Exclude owner's dwelling					
COMPUTE TAX AT RIGHT		**TOTAL NUMBER OF UNITS**			
		MULTIPLY TOTAL UNITS BY:	X $5.22	X $3.00	X $11.00
		ENTER TOTAL TAX DUE			

List any other certificate Numbers for Rental Units in Santa Clara

_____ # _____

_____ # _____

Additional Forms Required for Corporation, LLC, or if using a DBA

Submit copies of all that apply to your type of business. For more information, please contact the following agencies:

Form Name:	Agency Name:	Address/Phone:
Fictitious Business Name	County of Santa Clara	70 W Hedding, Recorder Office, San Jose, CA 95110 - (408) 299-5688
Articles of Incorporation from State of California	Secretary of State of California	1500 11th St, Business Programs, Sacramento, CA 95814 - (916) 653-6814

(Revised 11-12)