



Department of Finance  
Revenue Development Division

**TRANSIENT OCCUPANCY TAX  
REMITTANCE FORM FOR SHORT-TERM RENTAL**  
Pursuant to Berkeley Municipal Code Chapters 23c.22 and 7.36

**Instructions**

Please complete the form and return it along with a check payable to the City of Berkeley on a monthly basis, in association with your registered short-term rental.

**SELECT FILING PERIOD**

**YEAR**

January

March

May

July

September

November

February

April

June

August

October

December

**SHORT-TERM RENTAL INFORMATION**

Short-Term Rental Zoning Certificate Number: \_\_\_\_\_

Berkeley Short-Term Rental Location: \_\_\_\_\_ Zip Code: \_\_\_\_\_

# of Units Available for Rent: \_\_\_\_\_ # of Rental Unit Nights Occupied: \_\_\_\_\_ Average Room Rate: \_\_\_\_\_

**HOST INFORMATION**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email Address: \_\_\_\_\_

**CALCULATION OF TRANSIENT OCCUPANCY TAX**

1	Gross Rental Receipts for Occupancy of Rooms	\$	
2	Less: Allowable Adjustments	\$	
3	Taxable Receipts (Line 1 less Line 2)	\$	
4	Amount of Transient Occupancy Tax Due (12% of Line 3)	\$	
5	Code Enforcement Fee (2% of Line 3)	\$	
6	Penalties (See C below)	\$	
7	Interest (See D below)	\$	
8	<b>Total Amount Due</b> (Add lines 4, 5, 6, and 7)	<b>\$</b>	

I declare under penalty of perjury that the above statement is true and correct to the best of my knowledge and belief.

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Notes**

- A. Tax form must be filed monthly even if no tax is due.
- B. Delinquent date is the last day of the month following the close of the reporting period.
- C. Penalties: If tax is not remitted by the delinquent date, add a penalty of 10% of the amount of the tax. If tax remains unpaid for a period of more than 30 days following the date upon which the remittance first became delinquent, add a second penalty of 10% of the amount of the tax.
- D. Interest: In addition to any penalties, add interest at the rate of 1% per month on the amount of the tax, from the date on which the tax first became delinquent to the date of payment.

**Send form and payment to:**  
City of Berkeley – Treasury Office  
2180 Milvia Street, 3rd Floor  
Berkeley, CA 94704