



Finance Department

P.O. Box 1609 Mammoth Lakes CA, 93546

Phone (760) 965-3660

www.townofmammothlakes.ca.gov

APPLICATION FOR TRANSIENT OCCUPANCY TAX (TOT) CERTIFICATE – SCHEDULES E AND F

Please be aware that a *Transient Rental Inspection* is required before the TOT certificate will be issued. This TOT certificate application can be submitted to the Finance Department while the inspection is being scheduled and completed. A list of the current inspectors approved to perform the inspection as well as the transient rental inspection checklist is available on the Town of Mammoth Lakes website, www.townofmammothlakes.ca.gov.
If you have questions, please contact the Finance Department.

NEW BUSINESS TAX CERTIFICATE NUMBER _____ (Issued by TOML upon approval)

CERTIFICATE HOLDER (OWNER/OPERATOR) INFORMATION

Name _____

Mailing Address _____

City _____ State _____ Zip Code _____

Email Address _____ Phone _____ Cell _____

Certificate Type: Owner _____ Renter _____ Management Company _____ Rental Agent _____ Other _____

CERTIFICATE HOLDER (OPERATOR) RESPONSIBILITIES AND DUTIES

I certify that the local 24-hour emergency contact person and I have read all regulations pertaining to the operation of a transient rental unit, and I agree to comply with all conditions of the Transient Occupancy Tax (TOT) Certificate issued by the Town of Mammoth Lakes.

_____ (Initial here)

I acknowledge that pursuant to Municipal Code Section 3.12.020, I will maintain a set of books and records, which shall contain all of the information necessary for the computation of any tax due and that the Town shall have the right to audit these records at any time.

_____ (Initial here)

I certify that all designated bedrooms meet all local safety and building code requirements.

_____ (Initial here)

I acknowledge that I will post the TOT Certificate in the transient rental unit.

_____ (Initial here)

I acknowledge that the Town of Mammoth Lakes has the right to inspect this property at any time.

_____ (Initial here)

I will notify the Town if ownership or management of this unit changes. I acknowledge that my TOT Certificate is non-transferable.

_____ (Initial here)

I acknowledge that failure by an operator or transient occupant to adhere by the maximum occupancy, parking restrictions, noise code regulations, trash storage procedure and/or advertising requirements can result in fines of up to \$1000.00 per day and revocation of the operators Business Tax Certificate for a period of up to one year.

_____ (Initial here)

I acknowledge that I am required to use only licensed individuals and vendors for any type of unit service (Cleaning, Plumbers, Etc.

_____ (Initial here)

I acknowledge that all accessory dwelling units (ADU), regardless of zoning, are prohibited from transient rentals of 30 days or less.

_____ (Initial here)

