



**CITY OF SANTA ANA**  
**FINANCE & MANAGEMENT SERVICES AGENCY**

20 Civic Center Plaza, First Floor (M-15), P.O. Box 1964  
Santa Ana, CA 92702-1964  
Tel. (714) 647-5447 ▪ Fax (714) 647-5304

**Business License Renewal**

Dear Commercial Rental Property Owner/Operator:

**Subject: Tenant & Maintenance Service Provider Roster Requirement**

As part of the commercial rental property business license renewal process, every person engaged in the rental of commercial real estate within the City and all property management services acting as their agents, are required to provide a listing of tenants and service providers for each licensed property. The roster listing should include the following:

- (i) a list of existing tenants (including subtenants) occupying the premises; and
- (ii) a list of property maintenance service providers or other persons, whether located in the City or not, who are contracted to perform, or who otherwise regularly do perform services on the premises.

Please be advised that your business license renewal will remain incomplete and your business license certificate unissued until your **Tenant & Maintenance Service Provider Roster** is received.

Simply complete the **Tenant & Maintenance Service Provider Roster** printed on the back of this notice. If you have similar information available in printout form, in Microsoft Word or Excel, or as a PDF or TIFF document, you may send it to us instead of completing the back of this notice. You may use any of the following options to remit this information:

**Option 1** - Return with your renewal filing by mail (you may duplicate the form and complete additional forms as needed).

**Option 2** - Send as an e-mail attachment to us at [roster@santa-ana.org](mailto:roster@santa-ana.org) and refer to your business license number in the subject line of your e-mail.

**Option 3** - Return via fax to (714)-647-5304 (when utilizing this option, remember to include your Business Tax Number on each page).

By providing this information, you are helping your tenants and the businesses save valuable time and money by avoiding the need for inspections and audits. Inspectors examine commercial locations to make sure businesses operating in the City comply with Santa Ana's business license requirement. *Tenants or property maintenance service providers who are determined to be unlicensed will be given an opportunity to obtain their City business license without penalty.*

Thank you in advance for your cooperation, we greatly appreciate your time in this matter and we will keep the information you provide confidential.

City of Santa Ana  
Treasury Division

# SANTA ANA TENANT & MAINTENANCE SERVICE PROVIDER ROSTER

Business License Tax # \_\_\_\_\_ Property Address \_\_\_\_\_

Contact Name \_\_\_\_\_ Tel. \_\_\_\_\_ E-mail \_\_\_\_\_

## Tenant/Maintenance Service Roster

For Business Type see Business Type Key Code below

Business Name \_\_\_\_\_ Address/Unit # \_\_\_\_\_

Mailing Address (if different) \_\_\_\_\_

Business Type \_\_\_\_\_ Business Owner Name \_\_\_\_\_

Business Name \_\_\_\_\_ Address/Unit # \_\_\_\_\_

Mailing Address (if different) \_\_\_\_\_

Business Type \_\_\_\_\_ Business Owner Name \_\_\_\_\_

Business Name \_\_\_\_\_ Address/Unit # \_\_\_\_\_

Mailing Address (if different) \_\_\_\_\_

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Business Name \_\_\_\_\_ Address/Unit # \_\_\_\_\_

Mailing Address (if different) \_\_\_\_\_

Business Type \_\_\_\_\_ Business Owner Name \_\_\_\_\_

Business Name \_\_\_\_\_ Address/Unit # \_\_\_\_\_

Mailing Address (if different) \_\_\_\_\_

Business Type \_\_\_\_\_ Business Owner Name \_\_\_\_\_

Please make additional copies as necessary and attach or scan your form(s) and email / or upload.

### Tenant Business Type Key Code

R = Retail/Service    H = Warehouse  
W = Wholesale/Mfg    C = Licensed Contractor  
M = Mixed            O = Other  
P = Professional    U = Unknown

### Maintenance Service Provider Description Key Code

B = Building Maintenance Service  
L = Lawn/Landscaping Maintenance Service  
S = Other Maintenance Service