

**CITY OF SANTA ANA
BUSINESS TAX OFFICE**

20 CIVIC CENTER PLAZA, FIRST FLOOR (M-15), P.O. BOX 1964, SANTA ANA, CA 92702 (714) 647-5447



BUSINESS LICENSE TAX APPLICATION

[STEP 1: COMPLETE APPLICATION]

RESIDENTIAL RENTAL PROPERTY BUSINESS LICENSE APPLICATION - TAX HOLIDAY WORKSHEET

TAX YEAR ASSESSMENT

January - December 2023

Enter (1) File Reference # or (2) Assessor Parcel # below as printed on your Residential Rental Notification Letter

(1) File Reference # _____ (2) Assessor Parcel # _____ Today's Date _____

Date Property First Rented _____ Date Ceased Renting (as applicable) _____

Property Street Address _____

Property Owner's Name _____ E-mail _____

Property Owner's Address _____

Mailing Address (If Different) _____

Business Name (If Applicable) _____

Business Telephone No. _____ Emergency Telephone No. _____

Property Ownership Type: (✓) Sole Owner General Partnership LP Corporation LLC Trust

If a Sole Owner or Trustee - Enter Your Name, Resident Address and Social Security Number or Federal Employee Identification Number - (as applicable) below:

Name _____ SSN _____ FEIN _____

Resident Address _____

If a General or Limited Partnership, Corporation, or LLC - Enter the Names & Addresses of Two General Partners, or Two Corporate Officers, or Two Managing Members, and the Federal Employee Identification Number below:

Name _____ Title _____

Address _____

Name _____ Title _____

Address _____

Federal Employee ID No. _____

Property Management Company or Agent (if applicable) _____

Property Management Address _____

Contact Person/Title _____ Telephone No. _____

E-mail _____ Fax Phone No. _____

BUSINESS LICENSE TAX ASSESSMENT WORKSHEET

** Please Note: City of Santa Ana Does Not Permit Nor License Short-Term Rentals **

[STEP 2: COMPLETE REPORT OF NUMBER OF RENTAL UNITS - REQUIRED / COMPUTE TAX - OPTIONAL]

(You may self-compute your tax manually by printing and completing this form, or you can let us do it for you based on your reported Date Property First Rented and the Number of Units. If you choose to complete this form manually and have us calculate your tax: report the Number of Units and leave Tax Amount Due blank - pay only the \$19 Registration Charge and State Fee now and we will send you a bill with a 30-day grace period.)

TAX YEAR	BASE FEE AMOUNT	PER UNIT RATE	NUMBER OF UNITS	PRORATION RATE	TAX AMOUNT DUE
2023	* \$ 63.00	Base Fee	+ [\$ 13.00 x _____ Unit(s)]	_____	= \$ _____
Does this property have a permitted Accessory Dwelling Unit (ADU)?				YES	NO

***IF YOU STARTED RENTING AFTER MARCH 31, 2023, THE 1ST YEAR'S TAX IS PRORATED.**

To manually prorate, first *divide* the initial year's Tax Amount Due by 4 (representing the 4 calendar quarters); then, *multiply* this amount by the number of quarters starting with the quarter in which the property was first rented during the initial year. Enter the prorated amount under Tax Amount Due.

[STEP 3: SIGN, DATE & MAIL-IN COMPLETED FORM - MINIMUM \$19 REGISTRATION/STATE FEE REQUIRED]

Tax Amount Due Total - Manually self-compute or leave blank and we will calculate.....	\$ _____
Business License Tax Registration Charge + State Fee - (Required)	\$ 19.00
Total Amount Due - (Tax Amount Due + Registration Charge).....	\$ _____
Total Amount Remitted - (\$19.00 minimum payment required - we will bill you for the balance).....	\$ _____
Balance Due.....	\$ _____

If you pay by check and it is returned, you expressly authorize the electronic debit of your account for the check amount plus a \$25 processing fee.

I DECLARE UNDER PENALTY OF PERJURY, THAT THE FOREGOING STATEMENTS ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

Signature _____ Date _____

Print Name _____ Title _____

Driver's License No. _____ State _____