



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? <input type="checkbox"/> Yes <input type="checkbox"/> No	Do you claim an exemption to pay Business Tax? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, include proof of exemption as provided by Internal Revenue Service (Federal Form 501C)</i>
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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 <i>(Cannot be PO Box)</i>	Alternate Phone #	Social Security # <i>(for Sole Proprietors/Individuals)</i>

Business Description: _____

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

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

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

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

**ALL TAXES AND FEES ARE
NONTRANSFERABLE AND NONREFUNDABLE**

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. Failure of the City to approve, deny, or act upon the application within one hundred and eighty (180) days shall be deemed a denial of the application. If any person fails to pay the annual renewal tax within ninety (90) days after the tax becomes due, his or her business certificate is considered revoked (Code Sections 3.40.061, 3.40.062 3.40.110, 3.40.230).

Signature _____ **Date** _____
Print or Type Name _____ **Title** _____

