



## Application for Transient Occupancy Registration Certificate

### INSTRUCTIONS

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Pursuant to Pinole Municipal Code 3.24.050 (Ord. 489), Operators renting occupancy to transients shall register with the Tax Administrator and obtain a “Transient Occupancy Registration Certificate” within thirty (30) days after commencing business. The certificate is to be posted at all times in a conspicuous place on the premises.

Completed applications must be signed, dated, and mailed to:

City of Pinole  
Finance Department – Tax Administrator  
2131 Pear Street  
Pinole, CA 94564

Completed applications can also be sent via email to: [finance@pinole.gov](mailto:finance@pinole.gov)

A Transient Occupancy Registration Certificate will be sent to the Operator within 14 days of receipt of application.

- **Registration Type** must be selected to indicate whether applicant is applying for a new certificate or updating information on an existing certificate.
- **Existing Certificate Number** must be provided for account updates.
- **Certificate Type** must be selected by each applicant. Please select the type that most accurately describes your organization:
  - **Hotel/Motel/B&B** are lodging facilities operating as a hotel, motel, or bed and breakfast.
  - **Recreational Vehicle Park or Campground** is a facility operating as a recreational vehicle park or campground.
  - **Vacation Rental** is a fully furnished property, such as a condominium, townhome or single-family style home rented by a Transient for a designated period of time.
  - **Management Company** is a managing agent, such as a Vacation Rental Management Company.
  - **Online Hosting Platform** is an organization renting rooms to the public via the internet.
  - **Other** shall be selected for an organization that does not match any of the certificate types above. Describe the type of certificate requested in the field provided.
- **Operator Information** must be completed for all certificate types. Operator is the Person and/or Entity collecting and/or remitting tax to the City.
- **Property Information** must be completed for certificate types: Hotel/Motel/B&B, Recreational Vehicle Park or Campground and Vacation Rental.
- **Owner Information** must be completed for all certificate types.
- **Mailing Address** (choose one only) must be selected indicating the preferred address for all correspondence.