



# TAX COLLECTOR

DIVISION OF THE DEPARTMENT OF FINANCE

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## Transient Occupancy Tax (TOT) Property Management/Authorized Agent Registration Form

This form must be filed with the Marin County Tax Collector's Office prior to commencing business and/or when a change is made to this record.

### Property Management Company/Authorized Agent Information:

Name of Property Management Company/Authorized Agent:	Daytime Telephone Number:
Name of Company Owner/CEO or Property Manager:	Alternate Phone Number:
Name of primary contact person:	Telephone Number:
	Email Address:
Secondary contact person:	Telephone Number:
	Email Address:

### Registration Information:

Property Management Company County of Marin Business License Number:	Property Management Company County of Marin TOT Certificate Number:
Number of active properties you are managing in unincorporated areas of the County of Marin:	TOT Owner Authorization Form must be completed and signed by both owner and authorized agent for each property along with this document. (initials)
Email address to send monthly reminders for TOT reporting:	Authorized agents are responsible for ensuring compliance with the County's governing laws, including registration, collection and remittance of TOT at the correct tax rate for properties they are managing. (initials)

