

CITY OF BAYFIELD

ROOM TAX PERMIT RENEWAL FORM

You are required to complete this form and return it with your annual room tax report by January 30 of each year to ensure information about your property and your contact information is up to date. Please print the following information. There is no fee* for your room tax permit renewal.

**Short-term rental (STR) fees are still required with your STR permit application if applicable.*

Name of Facility: _____ Renewal Year: _____

Type of Facility (check one):

- Hotel
- Motel
- Tourist Rooming House
- Bed and Breakfast
- Short-term Rental

Location (street address): _____

Number of Units: _____ Max Occupancy: _____

Property Owner	Property Manager (if applicable)
Business Name (if applicable):	Business Name (if applicable):
Name:	Name:
Mailing Address:	Mailing Address:
Phone:	Phone:
Email:	Email:

Person Responsible for Filing Quarterly and Annual Reports: _____

Phone and Email (if different from above): _____

Acknowledgements (initial):

_____ I understand that I am responsible for ensuring quarterly and annual room tax reports are filed and that there is a late fee for past-due reports.

_____ I understand that I must notify the City of a change in ownership of this lodging facility and that the permit must be in the name of the new owner.

Property Owner Signature: _____

Property Manager Signature (if applicable): _____

Thank you for completing your renewal. If you have any questions, please do not hesitate to reach out to our staff.

For Office Use Only
Date Renewal Received:
Permit Number: