



Commercial Leasing Application

Please return this completed request to City of Davis Finance Department

23 Russell Blvd, Suite 3 Davis, CA 95616

Phone: (530) 757-5651 Email: financeweb@cityofdavis.org

City Use Only

License No. _____

Control No. _____

For Use by City of Davis Finance Only

Date Received: _____ Received By: _____ Sewer Class: _____

NOTICE TO APPLICANT

Information on Page 1 of the Business License Application is public record. Information on Page 2, relating to gross receipts and/or computation of business license tax is confidential and is not subject to public record.

Section 1: Rental Information (Completed by Owner of the Parcel)

Please Print Clearly

Today's Date: _____ Property Account Number: _____

Address of Rental Property: _____

Legal Name of Property Owner (Name(s) Recorded on Deed) _____
If necessary, attach additional sheet, for full disclosure

Email Address: _____

Type of Business, please circle one: Sole Proprietorship Partnership Corporation LLC LLP

Name and Title	Home Address, City & Zip	Home Phone Number

** Will this business involve cannabis, any product(s) of cannabis, or anything associated with cannabis? YES or NO

Please circle below who should be receiving the annual business license renewals and the City utility bills:

Property Owner(s) Property Manager

List the name of property owner or manager to receive utility bills. If you circled property manager, you are required to complete the Owner Authorized Agent Agreement. All property managers must have a City of Davis Business License.

Name	Address, City & Zip	Home Phone Number

Section 2: Branch Information (ONLY Completed If More Than One Location by Owner)

A person who owns and leases business spaces/property on more than one tax parcel is required to have a separate leasing business license for each parcel. Each parcel will be charged \$10.00 registration tax. A tax on the gross receipts (rents) collected on all parcels, will be paid and recorded to the primary parcel. The primary parcel will be any parcel designated and all other parcels will be known as branch parcels. To be a branch, it must have the same identical legal name of property owner name(s) recorded on the deed. Complete a separate business license application for all parcels have a different legal name..

Branch Address	# of Units	Parcel Number

Section 3: Commercial Sanitation Service (Initialed by Owner of the Parcel)

Commercial garbage service is mandatory for all business occupants having a fixed place of business in the City of Davis. Please note that any and all sanitation garbage changes must be done through Recology Davis directly. You can call them at 530-756-4646 to update services. Recology will then notify the City of approved changes they have made in order for billing records to be updated.

Owners Initials: _____ Date: _____

Section 4: Payment Calculation (Completed by Owner of the Parcel)

CONFIDENTIAL

FOR BUSINESSES SUBJECT TO GROSS RECEIPTS

Tax Group (Commercial Leasing is Group 2): (1) 2
 Gross Receipts Bracket (see below): (2) _____ - _____
 Business License Tax (see below): (3) _____
 Registration Fee (total # of rental properties x \$10.00): (4) _____
 State Mandated Disability Access and Educations Revolving Fund: (5) \$4.00
 Total Tax Due (Add Lines 3 through 5): (6) _____

Checks made payable to City of Davis

Federal ID Number or Social Security Number: _____

Disclosure to Applicant

New businesses must estimate their first-year or partial-year gross tax receipts. If your estimate is too low, you will receive a letter for the additional fee due based off your actual gross receipts from next year's renewal. If your estimate is too high, you will receive a letter and a refund for the credit based off your actual gross receipts from next year's renewal.

In addition, first time applicants shall be charged a prorated fee based on the quarter of which the application was submitted. For more information, see Chapter 19.02.090 of the Davis Municipal Code.

All reported business license gross receipts are subject to an audit by the Finance Revenue Division.

All licenses expire DECEMBER 31ST OF EACH YEAR. All renewals are due, payable on January 1st and delinquent at 5:00pm January 31st. A 10% penalty will be assessed on the delinquent date and an additional 10% for each month delinquent thereafter.

Visit our website for additional information: <https://www.cityofdavis.org/business-license>

Gross Receipts Bracket

Gross Receipts	Business License Tax	Gross Receipts	Business License Tax
\$0 - \$9,999	\$3.00	\$50,000 - \$59,999	\$33.00
\$10,000 - \$19,999	\$9.00	\$60,000 - \$69,999	\$39.00
\$20,000 - \$29,999	\$15.00	\$70,000 - \$79,999	\$45.00
\$30,000 - \$39,999	\$21.00	\$80,000 - \$89,999	\$51.00
\$40,000 - \$49,999	\$27.00	\$90,000 - \$99,999	\$57.00

FOR EACH ADDITIONAL \$10,000, ADD \$6.00 TO TOTAL TAX DUE

Section 4: Confirmation of Gross Receipts (Completed by Owner of the Parcel)

I declare under penalty and perjury that the foregoing is true and complete to the best of my knowledge and belief.

Signature

Date