



Residential Leasing Application

Multi-Residential, Duplex Leasing & AirBnB

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**

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

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

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: Sanitation Service (Initialed by Owner of the Parcel)

Garbage service is mandatory for all occupants having a fixed place of business in the City of Davis. Please note that any changes to sanitation must be done so by either the owner or designated property manager only. Any changes must be done through the Finance Dept.

Owners Initials: _____ Date: _____

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>

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) _____

Gross Receipts Bracket (see below): (2) _____

Business License Tax (see section below): (3) _____

Business License Registration Fee (see section below): (4) _____

Rental Registration Fee (see section below): (5) _____

State Mandated Disability Access and Educations Revolving Fund: (6) 4

Total Tax Due (Add Lines 3 through 6): (7) _____

Checks made payable to City of Davis

Federal ID Number or Social Security Number: _____

Gross Receipts Bracket & Business License Tax

Gross Receipts Bracket	Business License Tax	Gross Receipts Bracket	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

Business License Registration Fee

All multi-family rental properties are required to register with the City and designate a local contact within 50 miles of Davis. The annual fee is to cover costs associated with registration, education and program services.

Fees Listed is Total Amount, Not Per Unit:

5 - 10 UNITS = \$20.00	11 - 19 UNITS = \$50.00	20 - 49 UNITS = \$75.00	50 PLUS UNITS = \$100.00
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Rental Registration Fee

Multi-family fees are included on the annual Business License Renewal invoice and pay on a graduated scale depending on the number of units.

Fees Listed is Total Amount, Not Per Unit:

5 - 10 UNITS = \$40.00	11 - 20 UNITS = \$50.00
21 - 50 UNITS = \$70.00	51 - 100 UNITS = \$90.00
	101 - 236 UNITS = \$100.00

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