



**County of Marin Notice of Close Out Form**

**Transient Occupancy Tax Certificate Number and Business License**

Please provide the following information to assist us in closing your Transient Occupancy Tax account, Business License account and/or issuing a tax clearance. If you are no longer active or operating as a Short-Term Rental Operator within the unincorporated area of the County of Marin, please complete the information below. If you have sold your business, per RTC 7283.5(e) you are required to obtain a Tax Clearance certificate from the Marin County Tax Collector.

**Section I: Account Information:**

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Current Mail Address: \_\_\_\_\_

Business License Number: \_\_\_\_\_ TOT Certificate Number: \_\_\_\_\_

Parcel Number: \_\_\_\_\_

**Section II: Close-Out Information**

All transient occupancy tax has been reported and paid to the County of Marin

I am no longer renting or operating as a short-term rental operator within the unincorporated County of Marin, effective date: \_\_\_\_/\_\_\_\_/\_\_\_\_. Date of last rental: \_\_\_\_/\_\_\_\_/\_\_\_\_

The property was sold. Date sold \_\_\_\_/\_\_\_\_/\_\_\_\_

Escrow Company Name and phone number: \_\_\_\_\_

Reason of close out: \_\_\_\_\_

\_\_\_\_\_

**Section III: Signature**

By signing below, I agree that all Transient Occupancy Tax has been reported and paid to the County of Marin, and should I operate within the unincorporated area of Marin again, I will reapply for a new transient occupancy certificate number and business license.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_