



HOTEL OCCUPANCY TAX HOTEL & LODGING REGISTRATION FORM

The City of Houston, acting through Houston First Corporation, a local government corporation, requires that this form be completed for each physical hotel, motel, bed & breakfast or other temporary lodging subject to hotel occupancy tax.

Enter City of Houston Tax Account Number (if known)

Please select one of the following options:

- Initial/First Time Registration
 Revised/Updated Registration

A. PROPERTY INFORMATION

- | | |
|--|--------------------------|
| 1. Trade Name of Hotel/Motel/Lodging (actual name under which you do business) | 2. Business Phone Number |
| 3. Physical Address of Hotel/Motel/Lodging (a P.O. Box will be rejected) | 4. Number of Rooms |
| 5. Name of General Manager/Primary Contact | 6. Contact Phone Number |
| 7. General Manager/Primary Contact Address (if different from above) | 8. Contact Email Address |

B. OWNER INFORMATION

9. Owner's Full Legal Name (be sure to include Inc., LLC or Corp., as appropriate)
10. Owner's Mailing Address (if different from above)
11. Owner Email Address
12. Is the business a Sole Proprietorship or General Partnership? (yes or no)
- If You Answered "Yes" to Item 12, then please complete Item 13.
- | | | |
|--|----------------------|-------------------------|
| 13. Sole Proprietor Name/Partner Names | Ownership Percentage | Driver's License Number |
|--|----------------------|-------------------------|

C. PRIOR OWNER INFORMATION

14. Has the Hotel/Motel/Lodging changed ownership in the last **four** years? (yes or no)
- If You Answered "Yes" to Item 14, then please complete Items 15-22.
- | | |
|---|----------------------------------|
| 15. Trade Name of Prior Owner's Hotel/Motel /Lodging | 16. Date of Purchase/Acquisition |
| 17. Prior Owner's Full Legal Name (be sure to include Inc., LLC or Corp., as appropriate) | 18. Prior Owner's Federal Tax ID |
| 19. Prior Owner's Mailing Address | 20. Prior Owner's Phone Number |
| 21. Was Either Party Issued a Certificate of No Tax Due? (yes or no) | 22. Prior Owner's Email Address |

D. AUTHORIZED AGENT

• If an agent has been authorized to represent the Owner regarding hotel tax matters, please complete Items 23-26.

23. Name of Authorized Agent _____

24. Agent's Phone Number _____

25. Authorized Agent's Contact Address (if different from above) _____

26. Agent's Email Address _____

• If different from above, please indicate who should be contacted in the event of an audit:

27. Contact Name _____

28. Phone Number _____

29. Contact Address _____

30. Email Address _____

E. RECORDS AND AUDITS

31. Please indicate the physical address where accounting records for this Hotel/Motel/Lodging are kept: _____

32. Are records maintain manually, electronically (computerized) or both? _____

33. Is the Accounting/Bookkeeping Function performed in-house? (yes or no) _____

• If You Answered "No" to Item 33, then please complete Items 34-37.

34. Name of Accountant Firm/Individual _____

35. Contact Phone Number _____

36. Accountant Firm/Individual Address _____

37. Contact Email Address _____

F. ACKNOWLEDGMENT AND SIGNATURE

I declare that the information contained in this form and any attachments are true and correct to the best of my knowledge and may be relied upon by the City of Houston and Houston First Corporation:

Authorized Signature: _____

Date: _____

Printed Name _____

Title _____

Questions regarding this form should be directed to our tax office at hoteltax@houstonfirst.com.

Please email the completed form by clicking the button below or return the form by mail to the following address:

Houston First Corporation, Attn: Tax Office, 1001 Avenida de las Americas, Houston, TX 77010

Visit us online at hoteltax.houstonfirst.com