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**401 East Chapman Avenue – Placentia, California 92870**

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**City Administrator**

DAMIEN R. ARRULA

June 12, 2024

Dear Short-Term Rental Operator,

We are writing to inform you of an important update regarding the documentation required for transient occupancy tax (TOT) reporting for short-term rental operations in the City of Placentia.

Effective July 1, 2024, all short-term rental operators will be required to use a new form for reporting and compliance purposes. This change is part of our ongoing efforts to streamline processes and ensure accurate and up-to-date information for all short-term rental activities.

**Key Points to Note:**

1. **New Form Requirement:** Starting July 1, 2024, the new form must be used for all submissions.
2. **Non-Acceptance of Previous Forms:** Forms submitted using the previous format after June 30, 2024, will not be processed or accepted.
3. **Penalties and Fees:** Failure to provide the correct form by the due date may result in penalties and fees. It is crucial to comply with this new requirement to avoid any potential disruptions or fines.

**Actions Required:**

- **Obtain the New Form:** The new form will be available for download on our official website starting June 15, 2024. You can access it by visiting <https://www.placentia.org/881/Short-Term-Rentals>
- **Complete and Submit:** Ensure that the new form is completed accurately and submitted by the designated deadlines. Complete instructions for completing the new form are attached to the form.

We understand that changes in procedures can be challenging, and we are committed to providing support during this transition. Should you have any questions or require assistance, please do not hesitate to contact our office at 714-993-8237.

Thank you for your attention to this matter and for your continued cooperation. We appreciate your commitment to maintaining the highest standards of operation within our community.

Sincerely,

*Jennifer Lampman*

Jennifer Lampman  
Director of Finance  
City of Placentia