



Property Deactivation Form-Property Using an Agent

In order to remove an agent as the responsible property for tax remittance, both the owner and agent must acknowledge discontinuation of service. Upon the date of agent removal, tax reporting responsibilities will be transferred to the newly designated responsible party.

Property Name: _____ Permit Number: _____

Agent Section

Name of Agent: _____

Date rental representation ceased: ___ / ___ / ____

- I have removed this property from my website and my online profiles
- I have completed all reporting for the months I was the designated representative for this property

Most recent email address and phone number used to contact owner: _____

I certify that the above information is correct, and I will no longer be representing the abovementioned property.

Agent Signature: _____ Date: _____

Owner Section

Name of Owner: _____

- I will no longer be operating my property as a short-term rental and have removed all online listings and advertising for the property
 - Date rentals ceased: ___ / ___ / ____
 - Reason for closure:

- I will be managing my own property going forward and will report my room taxes monthly
- Another property agent will be managing my property's room tax reporting

New Room Tax Reporting Responsible Party: _____

Owner email address: _____ Owner phone number: _____

I certify that the information included in this form is correct. If there are any additional changes to my rental status, I will notify the Tourism Zone within seven (7) days of the change.

Owner Signature: _____ Date: _____