



## Instructions to Complete Transient Occupancy Assessment Form:

If you do not and have not rented your property:

1. Fill out **Form NR** and initial that you do not rent your property on a short-term basis. If rental status changes to rented, then you must notify CVMA of this change immediately.
2. Fill in the certification information on the bottom of the form.
3. Return the form to CVMA by mail or email – 1790 Sun Peak Dr. B104, Park City, UT 84098

Email: [accounting@cvma.com](mailto:accounting@cvma.com)

If you currently rent or have rented property in Canyons Village:

1. Fill out the CVMA Member Rental Verification form (**Form OR**) for privately managed short-term rental property.
2. Fill out the Transient Occupancy Assessment Reconciliation Form (**Form B**) based on the total taxable charges per Line 3 of your Utah Transient Room Tax Return form (TC-62T) **or** the revenue statement provided by your online rental reservation company, if using a service such as VRBO, Airbnb, or others.
3. Full payment and supporting documentation must be submitted to the CVMA in accordance with your requirements from the Utah State Tax Commissioner for filing the TC-62T. The TC-62T is typically submitted on a monthly or quarterly basis to the state. We also require that a copy of the TC-62T **or** the revenue statement provided by your rental reservation company accompany your payment along with **Form B**.
4. Return forms and any supporting documentation to CVMA by mail or email – 1790 Sun Peak Dr. B104, Park City, UT 84098
  - a. As a reminder, the TOA should be submitted on a monthly or quarterly basis and continually as sales tax remittance is due.

Email: [accounting@cvma.com](mailto:accounting@cvma.com)



**Form NR**

**CVMA Member Rental Verification Form (Non-Rental)**

Please verify the units you own within Canyons Village, and do not operate as short-term rentals (28 days or less), then please sign below:

Property Name:

Unit #:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_

\* Add additional units as needed on separate pages and attach along with this document.

\* TOA is due whether collected from guest or not.

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Certification Regarding Transient Occupancy Assessment

The undersigned owner represents and warrants to the Canyons Village Management Association (CVMA) that the information set forth in this Certification is true, correct and complete.

**Owner:**

Name of Owner: \_\_\_\_\_

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

Phone # and Email: \_\_\_\_\_

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



Form OR

**CVMA Member Rental Verification Form (Short-Term Rental – 28 days or less)**

Please verify the units you own within Canyon Village that you utilize as short-term rentals:

Property Name:

Unit #:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_

\* Add additional units as needed on separate pages and attach along with this document.

- Are you using a rental management company and are they paying the transient occupancy assessment?

- If Yes, please list the property management company responsible:

Name: \_\_\_\_\_

Contact Information (phone/email): \_\_\_\_\_

- If No, please see attached CVMA revenue form (**Form B**) to fill out and provide as backup for total TOA owed, and continue to submit on a monthly basis.

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Certification Regarding Transient Occupancy Assessment

The undersigned owner represents and warrants to the Canyons Village Management Association (CVMA) that the information set forth in this Certification is true, correct and complete.

**Owner:**

Name of Owner: \_\_\_\_\_

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

Phone # and Email: \_\_\_\_\_

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



Form B

### Transient Occupancy Assessment Reconciliation Form

\*All Transient Occupancy Assessments shall be levied at such time as the Transient Room Tax of Summit County and shall be payable within thirty (30) days

Property Owner / Property Management Company: \_\_\_\_\_

For the Month/Quarter Ended: \_\_\_\_\_

Total Taxable Charges per Line 3, Utah Transient Room Tax Return - Form TC-62T OR total from the revenue statement provided by your rental reservation company (VRBO, Airbnb, etc.)

List each property and unit number rented this month/quarter and total amount:

1	\$ -
2	\$ -
3	\$ -
4	\$ -
5	\$ -
6	\$ -
7	\$ -
8	\$ -
9	\$ -
10	\$ -

TOTAL \$ -

**Adjustments to Total Charges:**

1. Revenue included in Total Charges from property locations located outside of the SPA area (Explain below):

2. Revenue included in Total Charges not subject to TOA Assessment (Explain below):

3. Other Adjustments (Explain below):

\$ -

Net Revenue Subject to the Transient Occupancy Assessment:

\$ -

× 2.5%

Transient Occupancy Assessment due for the period:

\$ -

Adjustments from prior returns (Explain below):

Interest/penalty for late payment:

Total Amount Due:

\$ -

Explanations for Adjustments to Total Charges:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Contact Information:**

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

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

Phone # and Email: \_\_\_\_\_

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

**Please return to:**

CVMA  
1790 Sun Peak Dr, B104  
Park City, UT 84098

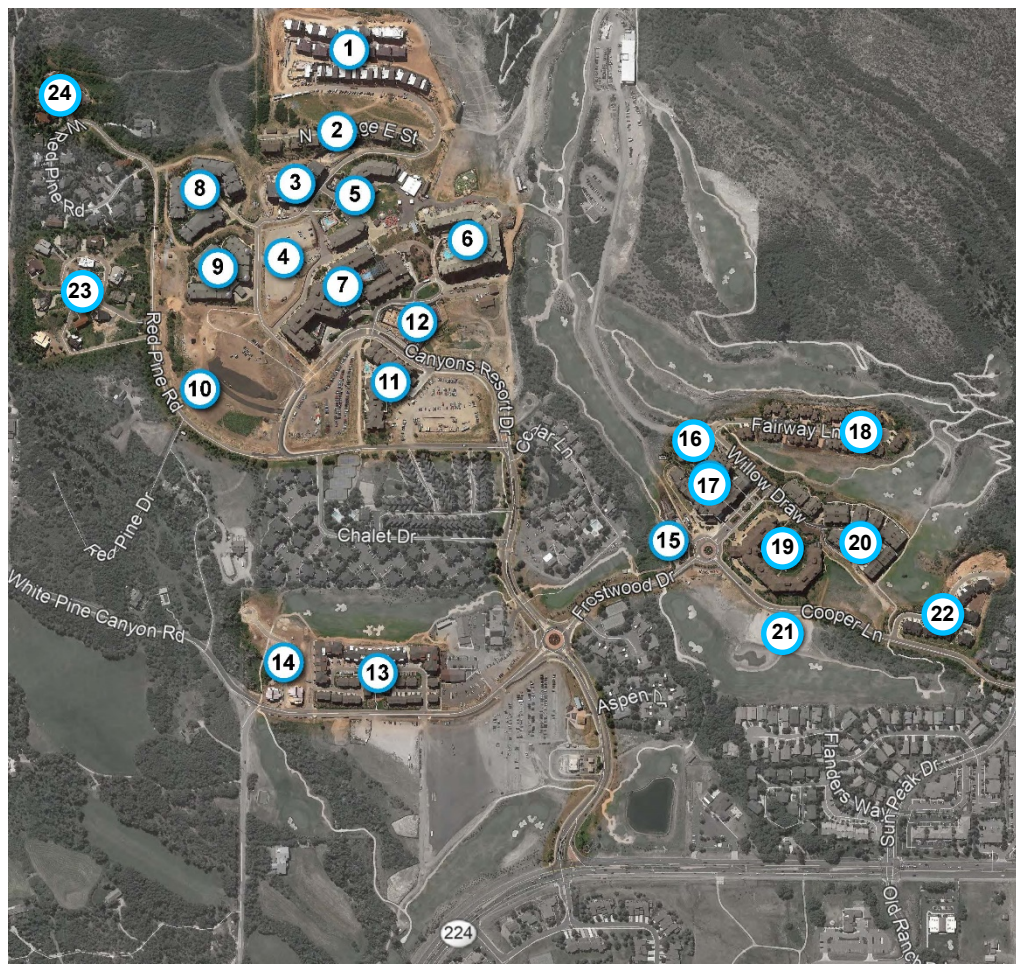
or via email: [accounting@cvma.com](mailto:accounting@cvma.com)

\* A copy of the TC-62T OR the revenue statement provided by your rental reservation company shall accompany your payment along with Form B.

## CVMA Properties Subject to TOA

The following properties in Canyons Village are subject to the 2.5% Transient Occupancy Assessment (TOA):

1. Apex Residences
2. Vintage on The Stand
3. Lift Park City
4. Pendry Park City
5. Sundial Lodge
6. Grand Summit
7. Westgate
8. Hyatt Escala
9. Sunrise Lodge by Hilton
10. The Ridge
11. Silverado
12. YotelPad
13. Residences at Blackstone
14. White Pine Canyon Village
15. Canyon Residences
16. Worldmark/Miners Club
17. Club Wyndham Park City
18. Fairway Springs
19. Waldorf Astoria
20. Juniper Landing
21. Viridian
22. Frostwood Ski and Golf Villas
23. Aspen Creek
24. Dutch Draw



\*If you are not sure a property is within the Canyons Village SPA and subject to the TOA, please reach out to the CVMA for verification.

\*Hidden Creek Condominiums and Red Pine Condominiums are not part of the Canyons SPA therefore not subject to the TOA.

4.5 Transient Occupancy Assessment.

- (a) The Association shall levy upon and collect from each Lodging Resort Property Member in the Resort Village an assessment, which shall be known as a "Transient Occupancy Assessment" or "TOA," with respect to all transient occupancy rentals made by or on behalf of such Member within the Resort Village that are subject to the Transient Room Tax Ordinance of Summit County as in effect on the date this Agreement is recorded. The TOA shall be set as an amount in addition to, and shall be a percentage or rate applied to the charge of any transaction as described above. The percentage or rate for the TOA shall be 2.5 % (two and one-half percent), and may be adjusted by the Board after three years as provided in Section 3.6(c).
- (b) The TOA due with respect to a Member's Resort Property shall be due and payable to the Association, without notice by the Association, each time and at such time as the Transient Room Tax associated with such Resort Property is required to be remitted or paid to Summit County. Each such Member shall also deliver to the Association, without notice from the Association, true and correct copies of all written reports, returns, statements, records, and declarations, including any supplements or amendments thereto (collectively, the "Lodging Reports") made or provided to Summit County in connection with any charges occurring at, from, in connection with, or in any way arising out of such Member's Resort Property in connection with any charges under the provisions of the Transient Room Tax Ordinance of Summit County, at such times as such Lodging Reports are required to be made to Summit County. If any subsequent adjustments, additions, or modifications are made to any Summit County Transient Occupancy Tax remitted or paid or Lodging Report made to Summit County with respect to transactions occurring at, from, in connection with, or in any way arising out of such Member's Resort Property, such Member shall within 30 days thereafter so notify the Association and provide it with true and complete copies of all Lodging Reports or other written material issued or received by such Member with respect thereto. If any adjustment increases the amount of Summit County Transient Occupancy Tax required to be remitted with respect to a Member's Resort Property or results in a refund of such tax, such Member shall accordingly pay an appropriate additional TOA or receive an appropriate refund from the Association of any excess TOA previously paid. Subject to the foregoing, the Association shall have the power and authority to determine all matters in connection with the TOA, including amounts thereof and how and whether the TOA shall be reflected on bills and sales slips rendered in any transaction; rules and regulations or record keeping; and auditing by the Association of such records.
- (c) Each Member shall be obligated to pay the TOA arising from lodging rentals transacted at, from, in connection with, or in any way arising out of or associated with such Member's Resort Property, even if such Member is not responsible for such lodging rentals, and each Member shall comply with any determinations made by the Board of Trustees with respect to such assessments. The TOA shall not apply to the right of the owner of a timeshare estate or the guest of such owner to occupy the unit in which the owner retains that interest. "Guest" of an owner includes, without limitation, a person occupying a unit pursuant to any form of exchange program. Any portion of any TOA not paid by any Member when due and payable shall become a lien on and against all of the real property owned by such Member in the Resort Village.
- (d) All Transient Occupancy Assessments to be levied shall be levied at such time as the Transient Room Tax of Summit County is levied by Summit County and shall be payable within thirty (30) days after being levied, and each assessment not paid within thirty (30) days of the date (the "Levy Date"), which is the date of mailing of notice of the assessment, shall accrue interest until fully paid at 5 % (five percent) per annum over the rate of interest announced from time to time by BankBoston, N.A., as its "prime rate" for commercial loans; such interest shall be payable on demand computed monthly, and if unpaid, compounded monthly, not in advance, at the rate so calculated as of thirty (30) days after the Levy Date, and all accruing interest shall become a part of the assessment due and owing to the Association. All other amounts owed to the Association shall bear interest at the same rate calculated and payable in the same manner.
- (e) Funds collected from the Transient Occupancy Assessments shall be used only for (i) transportation expenses as described in the Development Agreement, and (ii) marketing of the Resort Village, unless there are any funds collected in excess of the budgeted annual transportation and marketing expenses, in which case such surplus funds may be used first for maintenance of the Resort Village if there is a shortfall of maintenance funds, and second for capital projects of the Association, including reimbursement of ASCRP.





## SUMMIT COUNTY NIGHTLY RENTAL PROCESS AND APPLICATION

A Summit County Nightly Rental License is required of both the owner of a property that is rented out on a short-term basis (less than 28 days) and any individual or company that manages properties that are rented out on short-term basis.

**Notice Regarding Homeowner's Associations:** Please note that if your property is located within the boundaries of a Homeowner's Association (HOA), your HOA may prohibit nightly rentals. Summit County may issue a Nightly Rental permit regardless of HOA restrictions and it is the burden of the applicant to verify this information. Please check with your HOA regarding their rules.

*All nightly rental applications will go through the same process as a commercial business license and are subject to Ordinance 191-B & 852*

1

Register your business with the State.

Visit [http://corporations.utah.gov/online\\_bus\\_reg.html](http://corporations.utah.gov/online_bus_reg.html) (this is recommended for all nightly rentals and is required for all persons with multiple properties and management companies. This needs to be done before applying for a Nightly Rental License and you will get a state registration number. There is a transient room tax on all nightly rentals. Report form: <http://tax.utah.gov/forms/current/tc-62t.pdf>

2

Submit a Summit County Business License Application ( [www.clerk.summitcounty.org](http://www.clerk.summitcounty.org) ). All nightly rentals and management companies are considered Commercial Business, the license fee is \$200.00. You will need a list of all owners and properties being rented.

3

Once you have completed the online application it will be sent to the Clerk's Office for review. After initial review the Clerk's Office will send you an email for payment. You can either pay online, send a check, or pay in person. We accept cash, checks, or credit cards for payment. The application normally takes about a week but can take up to 30 days to be approved as it will need to be approved by the Planning, Health, Assessor, Sheriff and Fire Departments. They may ask questions about your business to verify that your business meets all licensing requirements.



If you are running a commercial business in the Snyderville Basin (area surrounding Park City) **you will need to contact the Park City Fire Department 435-940-2532 and schedule an inspection.** A license cannot be issued until an inspection is completed. There are no exceptions to this.

We will process your application and then mail out your business license or in the event it was denied a statement of why it was not approved. Each license is effective through January 15<sup>th</sup> of the following year that it is issued. Each December you will be issued a renewal notice.