



Dear CVMA Member,

Welcome to Canyons Village at Park City Mountain! As you may know, Canyons Village is a Specially Planned Area (SPA) designated by Summit County and is subject to a specific Development Agreement. CVMA is the organization responsible for implementation of the Development Agreement through our governing bylaws and Management Agreement. We want to be sure that, as an owner and member of CVMA, you are aware of the Transient Occupancy Assessment (TOA) that is owed to CVMA on all transient rentals. For purposes of the TOA, a transient rental is any rental for less than 28 days. A similar charge is due to Summit County under the Summit County Transient Room Tax ordinance.

Under Article 4.5 of the Management Agreement, TOAs are due monthly or quarterly, at the time your Summit County Transient Room Tax is required to be remitted and are payable within thirty (30) days of the due date. All CVMA members are required to collect and pay to CVMA 2.5% of all transient rental revenue. The 2.5% should be added to the nightly rental fee (this assessment is taxable), then submitted to CVMA as outlined above. CVMA has prepared the below form which is required to be submitted along with your payment. With your payment, you must also submit a statement proving total rental revenue, such as the Utah State Transient Tax Return form TC-62T, or the statement provided by the rental service you may be utilizing for online management programs, such as Vrbo, Airbnb, HomeAway, etc.

TOAs are a necessary source of funds for CVMA to help meet the transportation, marketing, special events and capital project requirements of the SPA. In order for us to continue our efforts to enhance the Canyons Village experience, it is imperative that our assessments are collected as required by the Management Agreement.

You should also be aware that a Nightly Rental License is required of both the owner of a property that is rented out on a short-term basis and any individual or company that manages properties that are rented out on a short-term basis. All managers of short-term rentals are required to have a business license through Summit County as well. Please see the Summit County website at www.clerk.summitcounty.org.

For more information about CVMA, please visit our website at www.cvma.com or feel free to contact me with any questions. I can be reached at 435.655.2580 or by email at accounting@cvma.com.

Kindly,

A handwritten signature in blue ink, appearing to read "G. Dalton", is written over a light blue horizontal line.

Gavin Dalton
Financial Controller



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 Beginning & Ending: _____ Beg: _____ End: _____

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:

\$ -
x 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

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