

# APPLICATION FOR LICENSE TO OPERATE A HOTEL AND FOR AUTHORITY TO COLLECT LODGING TAX



- A. The following information is submitted to the Director of Finance for the purpose of registering the below named hotel with the City of Tulsa, and to obtain a license to operate the hotel under the provisions of Title 21, Chapter 16, T.R.O. and amendments thereto which empowers the registrant to collect a five (5) percent lodging tax as set forth in Title 44, Section 112, T.R.O. and amendments.
- B. The applicant, as hereinafter set out, and in connection with such application makes the following statements and representations:

## GENERAL INFORMATION - PLEASE COMPLETE EACH LINE:

1. Name of Hotel: \_\_\_\_\_ 2. Hotel Telephone: \_\_\_\_\_
3. Hotel Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_
4. Hotel Manager's Name: \_\_\_\_\_
5. Legal Description of hotel real estate (*Lot, block, or meets & bounds*): \_\_\_\_\_

## APPLICANT INFORMATION (PROPOSED LICENSEE): \_\_\_\_\_

6. Entity or Individual applying for license to **OPERATE** the Hotel: \_\_\_\_\_
7. Applicant above is a/an (*Select One*):  Individual  Partnership  Corporation  LLC  
and fill in the applicable lines below.
- Owner Name: \_\_\_\_\_ Owner's Telephone: \_\_\_\_\_
- Owner's Address: \_\_\_\_\_
- Officer/Member/Partner: \_\_\_\_\_ Telephone: \_\_\_\_\_
- Officer/Member/Partner Address: \_\_\_\_\_
- Officer/Member/Partner: \_\_\_\_\_ Telephone: \_\_\_\_\_
- Officer/Member/Partner Address: \_\_\_\_\_
8. Applicant's Address: \_\_\_\_\_ Telephone: \_\_\_\_\_  
(*If different than hotel address*)
9. What date did you assume possession/control of the hotel and/or acknowledged responsibility for operations? \_\_\_\_\_

## HOTEL OWNER'S INFORMATION:

10. Individual or entity who **OWNS** hotel (*If different than #6 above*): \_\_\_\_\_
11. Owner's Address (*If different than #8 above*): \_\_\_\_\_

## OTHER INFORMATION:

12. Number of Lodging Rooms: \_\_\_\_\_ 13. Parcel Number: \_\_\_\_\_
14. Sales Tax Permit#: (*Copy must be attached*): \_\_\_\_\_  
(*Note: Sales Tax Permittee must be the same as #6 above*)

## CONTACT PERSON WHO WOULD LIKE TO RECEIVE NOTICE FOR RETURN ISSUES AND RENEWAL CORRESPONDENCE:

(*If different from the Owner*)

15. Contact Name: \_\_\_\_\_ Telephone: \_\_\_\_\_
- Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_
- Email Address: \_\_\_\_\_

# CERTIFICATION AND ACKNOWLEDGEMENT



I declare under penalty of perjury that the statements made in this application are true. I further agree that business shall be conducted in accordance with the City of Tulsa Municipal Code. I understand that Sales or Use Tax may apply to my business activities. Upon issuance of a Hotel License, it shall be my responsibility to renew the license before the expiration date.

**SIGN HERE:**

Signature of Owner or Representative: \_\_\_\_\_

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

**THANK YOU FOR DOING BUSINESS IN THE CITY OF TULSA!**