



CITY OF TULSA

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 Address: _____
Hotel City, State, Zip: _____

- 3.) Hotel Telephone Number: _____

- 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.) Please circle one: Applicant above is a (an) Individual Partnership Corporation LLC **and fill in the applicable lines below**

Owner Name: _____	Owner Address: _____
Owner's Telephone: () _____	_____
Officer/Member/Partner: _____	Officer/Member/Partner Address: _____
_____	_____
Officer/Member/Partner: _____	Officer/Member/Partner Address: _____
_____	_____
Officer/Member/Partner's Telephone: () _____	Officer/Member/Partner's Telephone: () _____

- 8.) Applicant's Address (if different than hotel address): _____
Applicant's City, State, Zip: _____
Applicant's Telephone: () _____

- 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 (if different from the Owner) WHO WOULD LIKE TO RECEIVE NOTICE FOR RETURN ISSUES AND RENEWAL CORRESPONDENCE:

- 15.) Contact Name: _____

- Contact Address: _____

- Contact City, State, Zip: _____

- Contact Telephone: _____

- Contact Email: _____

PLEASE SIGN THE LINES BELOW:

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