**THIS IS NOT A BILL**

**Privilege License Tax (PLT) Account Number:**

**Subject:** City of Phoenix Request for PLT Rental Property License Data

Dear Taxpayer:

Effective January 1, 2015, the Arizona Department of Revenue (ADOR) will become the single point of administration and collection of State, county and municipal transaction privilege tax (TPT). All taxpayers will receive an annual renewal notice this fall from ADOR and will need to renew their license annually with ADOR. You may visit the State of Arizona Department of Revenue’s website at *http://www.azdor.gov/TPTSimplification.aspx* for further information.

In anticipation of the annual license renewal fee billing process for calendar year 2015, the City of Phoenix Tax Division is requesting your assistance in order to ensure that the State’s license renewal fee billing is accurate for your City of Phoenix account.

Please provide us with the rental property information indicated on the License Data Request Form located on the back of this letter.

All completed License Data Request Forms should be returned to the City in the enclosed envelope or faxed to (602) 262-7786 no later than **September 5, 2014**.

You may contact our Privilege License Tax (PLT) Section staff at (602) 262-6785, option 4, or email us at [tax@phoenix.gov](mailto:tax@phoenix.gov) with any questions regarding this request for information.

Sincerely,

***PLT Section Staff***

Please complete this form for each rental property location, including each individual single family home, condo or townhouse. Copies can be made of this form. You may request this form in an Excel format by sending an email to [tax@phoenix.gov](mailto:tax@phoenix.gov). In the subject line, please enter License Data Request Form. We will send you an Excel file to complete and to return via email.

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| **License Data Request Form** | | | | | |
| Phoenix PLT Number | | | Arizona TPT Number | | |
| Type of Rental Property (**Mark One)**  *Each single family home must have a form completed for each location.* | | | | | |
| □ Single Family Homes  (Condos, Townhomes, Trailers) | □ Small Complex  (24 or less units) | | | □ Large Complex  (25 or more units) | □ Vacation Rental  (weekly or daily rates) |
| □ Other (please describe) | | | | | |
| Name of Rental Complex (if applicable) | | | | | |
| Rental Property Location | | | | | |
| Rental Property City, State, Zip | | | | | |
| Number of Rental Units at this Location (i.e., Duplex is 2 units, Single family home is 1 unit) | | | | | |
| Property Owners as Listed on Property Deed | | | | | |
| Property Owners Mailing Address | | | | | |
| Property Owners City, State, Zip, Country | | | | | |
| Property Owner’s Phone Number | | Property Owner’s Email | | | |
| Property Management Company | | | | | |
| Authorized Contact Person | | | | | |
| Contact Mailing Address | | | | | |
| Contact City, State, Zip, Country | | | | | |
| Contact Phone Number | | Contact Email | | | |