

Monterey Park

Transient Occupancy Tax FAQ

What is Transient Occupancy Tax?

Transient Occupancy Tax (TOT) is a tax imposed on guests who rent your property or a portion of your property for the purpose of lodging on a short-term basis (30 consecutive days or less). TOT is collected in addition to the rent paid.

What is the City's Transient Occupancy Tax Rate?

For the privilege of occupancy, the City of Monterey Park's TOT rate is 12% of the total rent charged to a guest. The taxable rent includes: room rate, cleaning fees, and other charges directly associated to the room.

Who collects TOT?

TOT is collected by the operator at the same time rent is collected from the guest. The operator is the Owner, property manager, host or lessee providing lodging on a short-term basis.

Who is exempt or excluded from paying TOT?

Any guest who rents for 31 consecutive days or more is exempt from paying TOT. A record of all your exemptions or exclusions should be kept, along with forms and any back-up documentation. This information should be included with your exemption/exclusion claims on your regular tax returns.

When do I file my TOT?

Operators collect the tax from renters and file TOT returns with the City **quarterly**. This tax is due and payable on or before the last day of the month following the close of period. TOT Returns are filed whether rent was collected during the period or not.

How do I file TOT?

The City of Monterey Park has contracted with HdL to collect and process TOT Returns. Registered Operators can file their TOT Returns through the TOT Processing Center using the following methods:

- Online – MontereyPark.hdlgov.com
- By phone – (626) 599-6233
- By mail – City of Monterey Park, TOT Processing Center, 8839 N Cedar Ave #212 Fresno, CA 93720

How do I register?

1. Please visit the website—MontereyPark.hdlgov.com
2. Under Hotels & Short-Term Rentals, click Start Now
3. Click, Respond to a Notice of Non-Compliance
4. Enter your Account Number and PIN
5. Complete registration form

If you are unable to register online, please contact the TOT Processing Center at (626) 599-6233 or email us at MontereyParkTOT@hdlgov.com. (Please include your name and property address.)