



Short-Term Lodging Forms

COMMUNITY WORKSHOP-PERMIT HOLDERS
OCTOBER 22, 2020

Uniform Transient Occupancy Tax Form

And

Short-Term Lodging Permit Renewal Notice

PRESENTERS

EVELYN TSENG, REVENUE MANAGER-MODERATOR
etseng@newportbeachca.gov

ANTONIO VELASCO, REVENUE AUDITOR-TRANSIENT OCCUPANCY TAX
avelasco@newportbeachca.gov

MONIQUE NAVARRETE, LICENSE SUPERVISOR-LICENSING & PERMITTING
mnavarrete@newportbeachca.gov

WHAT WILL WE COVER

- What is Uniform Transient Occupancy Tax
- Completing the Uniform Transient Occupancy Tax Form
- Important Dates and Reminders
- Completing the Short-Term Lodging Renewal Notice
- Q & A Session

UNIFORM TRANSIENT OCCUPANCY TAX

WHAT IS UNIFORM TRANSIENT OCCUPANCY TAX?

- Commonly known as TOT or Bed Tax
- Authority to apply TOT
 - California Revenue & Taxation Code §7280
 - Newport Beach Municipal Code §3.16
 - For the privilege of occupancy in any hotel, each transient is subject to and shall pay a tax
- Total tax = 10%
 - 9% TOT (NBMC §3.16.030)
 - 1% Visitor Service Fee (NBMC §3.28.020)

WHAT IS UNIFORM TRANSIENT OCCUPANCY TAX?

- Tax is collected by the owner or operator
 - Tax is applied to stays of 30 consecutive days or less
- Each transient shall pay a tax of 10% of the rent charged by the operator
- Newport Beach Municipal Code §3.16.020 defines “Rent”
- Rent includes base rent and any separately charged applicable taxable fees combined

TAXABLE VS NON-TAXABLE FEES

Taxable Fees

- Cleaning fees
- Rental of furniture (rollaway beds, cribs, etc.)
- Linens and towels
- Smoking/pet upgrade fee
- Cancellation/no show fees
- Early/late departure fees
- Advanced/forfeited deposits

Non-Taxable Fees

- Credit card processing fees
- Damage waiver fees
- Smoke or pet clean up fees (if room was not requested as an upgrade)
- Internet charges (if room can be occupied without charge)

WHAT IS RENT?

- Rent includes base rent and any separately charged applicable taxable fees combined
- Example:
 - Rent: \$1,000
 - Cleaning Fee: \$ 150
 - Total Taxable Rent: \$1,150
- TOT is 10% of total taxable rent = \$115
- The total taxable rent is the gross rental receipts

RECORDS, REPORTING PERIOD & DUE DATE

- Records required for reporting may include:
 - Daily summaries of room occupancies, records of each occupancy, rental agreements/reservations, accounting records, tax returns
- Owners file Annually
 - Reporting period is 10/1/2019 – 9/30/2020
 - Due October 31, 2020
- Agents file Quarterly
 - Reporting Periods
 - Q1, Q2, Q3 and Q4
 - Due Dates
 - 10/31, 1/31, 4/30 and 7/31

COMPLETING THE UNIFORM TRANSIENT OCCUPANCY TAX FORM

 <p>CITY OF NEWPORT BEACH REVENUE DIVISION P.O. BOX 1768 NEWPORT BEACH, CA 92618-8915 Contact the Revenue Division at (949) 644-3141 for assistance Or email us at revenuehelp@newportbeachca.gov</p>		<table border="1"> <tr> <th>BUSINESS NUMBER</th> <th>LICENSE NUMBER</th> </tr> <tr> <td>0000000</td> <td>UT00000</td> </tr> <tr> <th>INVOICE NUMBER</th> <th>DUE ON OR BEFORE</th> </tr> <tr> <td>2020A</td> <td>10/31/20</td> </tr> </table>	BUSINESS NUMBER	LICENSE NUMBER	0000000	UT00000	INVOICE NUMBER	DUE ON OR BEFORE	2020A	10/31/20
BUSINESS NUMBER	LICENSE NUMBER									
0000000	UT00000									
INVOICE NUMBER	DUE ON OR BEFORE									
2020A	10/31/20									
UNIFORM TRANSIENT OCCUPANCY TAX – ANNUAL FORM										
STATEMENT DATE: 09/27/2020	FOR REPORTING PERIOD	FROM TO 10/01/2019 09/30/2020								
MARY A TAXPAYER 123 MAIN ST NEWPORT BEACH, CA 92660	OWNERS ADDRESS: TAXPAYER, MARY A 123 MAIN STREET NEWPORT BEACH, CA 92660	PROPERTY ADDRESS: 123 MAIN ST NEWPORT BEACH CA 92660								
THIS FORM MUST BE COMPLETED IN ITS ENTIRETY. DO NOT ALTER. ONLY THE CITY'S ORIGINAL FORM WILL BE ACCEPTED										
INDICATE TOTAL GROSS RENTAL RECEIPTS (less than 31 days) (collected by owner, non-reporting agent or hosting platform) <i>If you did not collect rent on a unit enter 00</i>										
(1) UNIT A: \$ _____	(2) UNIT C \$ _____									
(3) UNIT B: \$ _____	(4) UNIT D \$ _____									
<i>If you have additional permitted units you must attach additional sheets</i>										
TOTAL RECEIPTS FROM ALL UNITS: Add lines 1-4 from above		2								
UTOT TAX AMOUNT: Multiply line 2 by 10%. (This includes 1% for funding of the Visitor Service Fee.)		3								
PENALTY and INTEREST	If payment is made after DUE DATE, multiply line 3 by 10% If payment is made 30 days after DUE DATE, add lines 3 and 3a and multiply by 10% Add lines 3a through 3b. TOTAL PENALTIES: INTEREST: Multiply line 3 by 1½ % for each month or portion of a month that the tax remains unpaid. Total tax (line 3) \$ _____ x 1½ % = _____ x numbers months late _____ =	3a 3b 4 5								
TOTAL AMOUNT DUE: Add lines 3 through 5		6								
Please write '0' if: a) no taxable rent was collected by you, the owner b) your rental agent collects and remits all fees due to the City or c) your property was not rented for a short term basis during this period.										
AGENT AND HOSTING PLATFORM INFORMATION <i>List all agents and hosting platforms used during this reporting period. Attach additional sheets if necessary</i>										
1. _____ 2. _____ 3. _____										
OWNER ACKNOWLEDGEMENT Returns are considered made and taxes paid only upon receipt of the tax return and the tax by the City. Payments not received by due date are subject to the penalties referenced above – postmark dates are not acceptable. Returns shall be subject to audit and verification. I declare under penalty of perjury under the law of the state of California that to the best of my knowledge the information is true, correct and complete.										
OWNER SIGNATURE _____ DATE _____										

COMPLETING THE UNIFORM TRANSIENT OCCUPANCY TAX FORM

- Confirm all preprinted is accurate
 - If an item is incorrect, cross it out and correct

 <p>CITY OF NEWPORT BEACH REVENUE DIVISION P.O. BOX 1768 NEWPORT BEACH, CA 92658-8915 Contact the Revenue Division at (949) 644-3141 for assistance Or email us at revenuehelp@newportbeachca.gov</p>	BUSINESS NUMBER		LICENSE NUMBER	
	0000000		UT00000	
	INVOICE NUMBER		DUE ON OR BEFORE	
	2020A		10/31/20	
UNIFORM TRANSIENT OCCUPANCY TAX – ANNUAL FORM				
STATEMENT DATE:	09/27/2020	FOR REPORTING PERIOD	FROM	TO
			10/01/2019	09/30/2020
MARY A TAXPAYER 123 MAIN ST NEWPORT BEACH, CA 92660		OWNERS ADDRESS:	PROPERTY ADDRESS:	
		TAXPAYER, MARY A 123 MAIN STREET NEWPORT BEACH, CA 92660	123 MAIN ST NEWPORT BEACH CA 92660	
THIS FORM MUST BE COMPLETED IN ITS ENTIRETY. DO NOT ALTER. ONLY THE CITY'S ORIGINAL FORM WILL BE ACCEPTED				

COMPLETING THE UNIFORM TRANSIENT OCCUPANCY TAX FORM

- Reporting the Total Gross Rental Receipts
- Report the total rent (base rent and any taxable fees) for the reporting period
 - If you only have one unit, report total on Line 2, disregard Unit portion.
 - For multiple unit properties, totals must be reported per Unit. If you have more than four units, you must attach additional sheets.
 - Report total of all units combined under Line 2

INDICATE TOTAL GROSS RENTAL RECEIPTS-(less than 31 days) (collected by owner, non-reporting agent or hosting platform) <i>If you did not collect rent on a unit enter \$0</i>		Total rent for the reporting period.
(1) UNIT A: \$ _____	(2) UNIT C \$ _____	
(3) UNIT B: \$ _____	(4) UNIT D \$ _____	
<i>If you have additional permitted units you must attach additional sheets</i>		
TOTAL RECEIPTS FROM ALL UNITS: Add lines 1-4 from above		2

COMPLETING THE UNIFORM TRANSIENT OCCUPANCY TAX FORM

- Calculating the tax (TOT 10%)
 - Multiple Line 2 by 10%
 - Report sum on Line 3
 - Example:
 - Line 2: \$50,000
 - $\$50,000 \times 10\% = \$5,000$
 - Line 3: \$5,000

TOTAL RECEIPTS FROM ALL UNITS: Add lines 1-4 from above	2	
UTOT TAX AMOUNT: Multiply line 2 by 10%. (This includes 1% for funding of the Visitor Service Fee.)	3	

If submitting timely (before Oct 31) enter Line 3 total on Line 6

COMPLETING THE UNIFORM TRANSIENT OCCUPANCY TAX FORM

- If submitting late - penalty
 - Multiple Line 3 by 10%, enter total on Line 3a
- If submitting beyond 30 days of the due date
 - Add Line 3 and Line 3a, then multiple 10%, enter total on Line 3b
- Add Line 3a and Line 3b, enter total on Line 4

UTOT TAX AMOUNT: Multiply line 2 by 10%. (This includes 1% for funding of the Visitor Service Fee.)		3	
PENALTY and INTEREST	If payment is made after DUE DATE, multiply line 3 by 10%	3a	
	If payment is made 30 days after DUE DATE, add lines 3 and 3a and multiply by 10%	3b	
Municipal Code §3.16.080 requires penalties and interest be applied if the operator fails to remit the tax on or before due date.	Add lines 3a through 3b. TOTAL PENALTIES:	4	
	INTEREST: Multiply line 3 by 1½ % for each month or portion of a month that the tax remains unpaid.	5	
	Total tax (line 3) \$ _____ x 1½ % = _____ x numbers months late _____ =		

COMPLETING THE UNIFORM TRANSIENT OCCUPANCY TAX FORM

- If submitting late - interest
- Multiply Line 3 by 1.5% by the number of months or portion of a month late (Line 3 X 1.5% X number of months)
- Report total on Line 5

UTOT TAX AMOUNT: Multiply line 2 by 10%. (This includes 1% for funding of the Visitor Service Fee.)			3	
PENALTY and INTEREST	If payment is made after DUE DATE, multiply line 3 by 10%	3a		
	If payment is made 30 days after DUE DATE, add lines 3 and 3a and multiply by 10%	3b		
Municipal Code §3.16.080 requires penalties and interest be applied if the operator fails to remit the tax on or before due date.	Add lines 3a through 3b. TOTAL PENALTIES.		4	
	INTEREST: Multiply line 3 by 1½ % for each month or portion of a month that the tax remains unpaid. Total tax (line 3) \$ _____ x 1½ % = _____ x numbers months late _____ =		5	

COMPLETING THE UNIFORM TRANSIENT OCCUPANCY TAX FORM

Reporting Zero on Line 7

- No taxable rent was collected by you, the owner
- Your rental agent collects and remits all fees due to the City
- Your property was not rented for a short-term basis during this period

TOTAL AMOUNT DUE: Add lines 3 through 5	6	
Please write '0' if: a) no taxable rent was collected by you, the owner b) your rental agent collects and remits all fees due to the City or c) your property was not rented for a short term basis during this period.	7	

COMPLETING THE UNIFORM TRANSIENT OCCUPANCY TAX FORM

- Reporting Agent and Hosting Platform Information
- List all Agents and Hosting Platforms **you** used during this reporting period
- If you have more than three, attach additional sheets

AGENT AND HOSTING PLATFORM INFORMATION <i>List all agents and hosting platforms used during this reporting period. Attach additional sheets if necessary</i>		
1. _____	2. _____	3. _____

COMPLETING THE UNIFORM TRANSIENT OCCUPANCY TAX FORM

- Owner Acknowledgement
- Sign and Date the form
- Both the full payment and completed form are due at the City before the due date (October 31) to be timely filed. Postmark dates are not accepted.
- Original Form must be submitted
- Incomplete forms or partial payment will be considered late and subject to penalties and interest

OWNER ACKNOWLEDGEMENT

Returns are considered made and taxes paid only upon receipt of the tax return and the tax by the City. Payments not received by due date are subject to the penalties referenced above – *postmark dates are not acceptable*. Returns shall be subject to audit and verification.
I declare under penalty of perjury under the law of the state of California that to the best of my knowledge the information is true, correct and complete.

OWNER SIGNATURE _____ DATE _____

IMPORTANT REMINDERS

- Report all taxable rent, including fees
- Owners are reporting annually
 - Reporting period is 10/1/2019 through 9/30/2020
- Both the full payment and completed form are due at the City before the due date (October 31) to be timely filed. Postmark dates are not accepted.
- Incomplete forms or partial payment will result in penalties and interest
- Sign and date the form
- Original form must be submitted

SHORT-TERM LODGING PERMIT RENEWAL

PURPOSE OF SHORT-TERM LODGING PERMIT RENEWAL

- Short-Term Lodging Permits valid November 1 through October 31
- Owners to report any changes to contact information or any changes to the short-term lodging unit
- Owners **MUST** review and acknowledge the conditions of short-term lodging

CHANGES TO SHORT-TERM LODGING PERMIT RENEWAL FORM

- \$96 processing fee
 - Processing fee is inclusive of all permitted units on the property
- Ordinance 2020-15 requires owners to provide additional owner information on the permit renewal form
 - 24/7 Contact Information—contact must be within 25 miles of the City
 - Agent address and phone number
 - Number of available parking spots and the location available to transient
 - Number of bedrooms in the unit
 - Total square feet of the unit
 - Maximum occupancy of the unit based on the square footage of the unit

COMPLETING THE SHORT-TERM LODGING PERMIT RENEWAL

THIS FORM MUST BE COMPLETED IN ITS ENTIRETY
ALL REQUIRED DOCUMENTS MUST BE SUBMITTED FOR YOUR PERMIT TO BE RENEWED
RENEWAL WILL BE DENIED IF ALL REQUIRED INFORMATION IS NOT COMPLETED
DUE DATE 10/31/2020

2020 SHORT TERM LODGING PERMIT RENEWAL NOTICE - \$96 RENEWAL FEE

 CITY OF NEWPORT BEACH REVENUE DIVISION 100 CIVIC CENTER DR • P.O. BOX 1768 NEWPORT BEACH, CA 92658-8915 (949) 718-1997 lodging@newportbeachca.gov	BUSINESS NUMBER	PERMIT NUMBER
	Business License #	Expiration
	12/31/2020	

*****BUSINESS LICENSE MUST BE VALID TO RENEW PERMIT*****

OWNER INFORMATION	PLEASE MAKE ANY CHANGES IN THE SPACE PROVIDED
Business Name NEWPORT BEACH OWNER LLC	
Owner Name NEWPORT BEACH OWNER	
Owner Mailing Address 100 CIVIC CENTER DR	
City/ST/Zip NEWPORT BEACH, CA 92660	
Owner Phone 949-718-1997	
Owner Email LODGING@NEWPORTBEACHCA.GOV	

LOCAL 24/7 EMERGENCY CONTACT – CONTACT MUST BE WITHIN 25 MILES OF NEWPORT BEACH

--	--	--

AGENT INFORMATION		
Agent Name		
New Agent Name/Start Date	Provide New Agent Address	Provide New Agent Phone

PROPERTY INFORMATION					
100 CIVIC CENTER DRIVE					
PERMIT NUMBER	UNIT	BUSINESS NUMBER	EXPIRATION	PERMIT NUMBER	EXPIRATION
SLP13XXX	A				
SLP13XXY	B				

COMPLETE AND SIGN THE REVERSE SIDE

Need help? Click on "Permit Renewal Sample" at <https://www.newportbeachca.gov/government/departments/finance/revenue-division/short-term-lodging-rentals/business-resources>.

THIS FORM MUST BE COMPLETED IN ITS ENTIRETY
ALL REQUIRED DOCUMENTS MUST BE SUBMITTED FOR YOUR PERMIT TO BE RENEWED
RENEWAL WILL BE DENIED IF ALL REQUIRED INFORMATION IS NOT COMPLETED
DUE DATE 10/31/2020

Newport Beach Municipal Code requires a valid Short Term Lodging Permit. Forms not returned by the due date, October 31st, 2020, will render the properties non-compliant and may subject the property owner to administrative citations. Your Business License Tax renewal is annual and is sent separately. Your Business License Tax certification must be current in order to renew your permit.

REQUIRED OWNER ACKNOWLEDGEMENTS AND CERTIFICATIONS
THE LEGAL PROPERTY OWNER MUST CHECK THE FOLLOWING:

<input type="checkbox"/>	My business license is current and valid.
<input type="checkbox"/>	I certify that I have reviewed the covenants, conditions and restrictions, if any, and a short term use is permitted at this address.
<input type="checkbox"/>	I have received and read all regulations related to the operation of a short term lodging unit.
<input type="checkbox"/>	I understand that I am to provide all guests a copy of the Newport Beach Municipal Codes related to violations, permit conditions and the Good Neighbor Policy.
<input type="checkbox"/>	I agree to include the City issued permit number on all advertisements. (Your STL# can be found on the front of this form.)
<input type="checkbox"/>	I understand I must inform the guest of the amount of transient occupancy tax and visitor service fee prior to the completion of a booking transaction.
<input type="checkbox"/>	I understand I must notify the City if I cease operating a short term lodging unit and any tax due will be payable within thirty days from the date of a City invoice.
<input type="checkbox"/>	This permit is only valid for its current term, and any renewal term. This permit does not convey or grant a property right that runs with the land.

I hereby certify under the penalty of perjury that I am authorized to make this statement and that the information provided on this form is true and correct.

Print Name	Title
Signature	

Need help? Click on "Permit Renewal Sample" at <https://www.newportbeachca.gov/government/departments/finance/revenue-division/short-term-lodging-rentals/business-resources>.

COMPLETING THE SHORT-TERM LODGING PERMIT RENEWAL

2020 SHORT TERM LODGING PERMIT RENEWAL NOTICE - \$96 RENEWAL FEE			
 <p>CITY OF NEWPORT BEACH REVENUE DIVISION 100 CIVIC CENTER DR • P.O. BOX 1768 NEWPORT BEACH, CA 92658-8915 (949) 718-1997 lodging@newportbeachca.gov</p>	BUSINESS NUMBER		PERMIT NUMBER
	OOXXXXXX		SLP13XXX
	Business License #	Expiration	
	BT300XXXXX	12/31/2020	
BUSINESS LICENSE MUST BE VALID TO RENEW PERMIT			

- \$96 Renewal Fee -- Make checks payable to City of Newport Beach
- Business license must be current to renew Short-Term Lodging Permit
- Review owner mailing address, phone number, and email address, and make changes in the space provided

OWNER INFORMATION	PLEASE MAKE ANY CHANGES IN THE SPACE PROVIDED
Business Name NEWPORT BEACH <u>OWNER LLC</u>	
Owner Name NEWPORT BEACH OWNER	
Owner Mailing Address 100 CIVIC CENTER DR	
City/ST/Zip NEWPORT BEACH, CA 92660	
Owner Phone 949-718-1997	
Owner Email LODGING@NEWPORTBEACHCA.GOV	

COMPLETING THE SHORT-TERM LODGING PERMIT RENEWAL

LOCAL 24/7 EMERGENCY CONTACT – CONTACT MUST BE WITHIN 25 MILES OF NEWPORT BEACH		
Contact Name	Contact City	Contact Phone

AGENT INFORMATION		
Agent Name	Provide Agent Address	Provide Agent Phone
New Agent Name/Start Date	Provide New Agent Address	Provide New Agent Phone

- Emergency contact must be within 25 miles of the City, no exceptions
- If using an agent, add agent address and phone number

COMPLETING THE SHORT-TERM LODGING PERMIT RENEWAL

PROPERTY INFORMATION					
123 MAIN ST					
Number of Parking Spaces Available		Description of parking area (garage, driveway, airport, etc.)			
PERMIT NUMBER	UNIT	BEDROOMS	SQ. FT.	MAX OCCUPANTS SQ. FT. ÷ 200	RENEW PERMIT: Y/N
SLP13XXX	A				
SLP13XXY	B				

COMPLETE AND SIGN THE REVERSE SIDE

- Fill in number of available parking spaces for guests and type of parking available
- Enter number of bedrooms
- Provide square feet of living space available (exclude garage and outdoor patios)
- Calculate maximum occupancy
 - $1500 \text{ sqft} \div 200 = 7.5$ round to 8
- Indicate “Y” if you would like to renew permit, “N” to cancel.
- Complete reverse side of the form.

COMPLETING THE SHORT-TERM LODGING PERMIT RENEWAL

REQUIRED OWNER ACKNOWLEDGEMENTS AND CERTIFICATIONS	
THE LEGAL PROPERTY OWNER MUST CHECK THE FOLLOWING:	
<input type="checkbox"/>	My business license is current and valid.
<input type="checkbox"/>	I certify that I have reviewed the covenants, conditions and restrictions, if any, and a <u>short term</u> use is permitted at this address.
<input type="checkbox"/>	I have received and read all regulations related to the operation of a <u>short term</u> lodging unit.
<input type="checkbox"/>	I understand that I am to provide all guests a copy of the Newport Beach Municipal Codes related to violations, permit conditions and the Good Neighbor Policy.
<input type="checkbox"/>	I agree to include the City issued permit number on all advertisements. (Your STLP# can be found on the front of this form.)
<input type="checkbox"/>	I understand I must inform the guest of the amount of transient occupancy tax and visitor service fee prior to the completion of a booking transaction.
<input type="checkbox"/>	I understand I must notify the City if I cease operating a <u>short term</u> lodging unit and any tax due will be payable within thirty days from the date of a City invoice.
<input type="checkbox"/>	This permit is only valid for its current term, and any renewal term. This permit does not convey or grant a property right that runs with the land.
<i>I hereby certify under the penalty of perjury that I am authorized to make this statement and that the information provided on this form is true and correct.</i>	
Print Name	Date
Signature	

- Owners must read all acknowledgements and certifications, check each box to agree to terms
- Owner must print and sign their name and date the document
- All permit renewal forms must be completed in their entirety to be processed for renewal

QUESTIONS?

NEED MORE INFO?

General short term lodging:

Lodging@newportbeachca.gov

949-718-1997

Transient occupancy tax and fees:

Antonio Velasco, avelasco@newportbeachca.gov

949-644-3143

NUISANCE RESPONSE PLAN



CITY OF NEWPORT BEACH
 REVENUE DIVISION
 100 CIVIC CENTER DRIVE • P.O. BOX 1768
 NEWPORT BEACH, CA 92653-8905
 T: (949) 644-3141 F: (949) 644-3073

ORIGINAL
 UPDATE

SAMPLE NUISANCE RESPONSE PLAN

This sample Nuisance Response Plan has been prepared by the City of Newport Beach to assist residential property owners in complying with the provisions in Newport Beach Municipal Code ("NBMC") §5.95.030(G). Owners may submit this template or they may submit their own Nuisance Response Plan as long as the information contained below is included in their submittal.

Please print or type in **BLACK** ink only.

Owner Name: _____ Short Term Lodging Permit #: _____

Property Address: _____ Owner Telephone #: _____

City/State/Zip: _____ Email: _____

24/7 Contact Person Name: _____ 24/7 Contact Person Telephone #: _____

Additional Contact Information (if applicable): _____

Maximum # Permitted Overnight Guests: _____ # On-Site Parking Spaces Available: _____

Unit(s) contain the following: Security Cameras (eg: Nest, Ring) Noise/Decibel Reader
 (circle applicable) Interior Exterior

Does your short term lodging agreement allow you to remove your guest for nuisance behavior or permit violations? YES NO

Describe how Owner shall respond to a complaint (this must include, at minimum, a phone call to the short term lodging guest)

Describe how Owner shall notify complainant of the response

Describe how Owner shall document the response and corrective action

Printed Name _____ Signature _____ Date _____

- The information in the top portion of the form should match the renewal form. Complete one form for all units on the property.
- For the middle portion, security and lease agreements, items are not required.
- Complete the lower portion with how a disturbance will be handled. If an agent represents the property, agent information can be entered.
- Owner must sign the document.