

QUARTERLY REPORTING: Instructions

ZTRHP-QR

City of Madison

Building Inspection Division: Zoning Dept.

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GENERAL INSTRUCTIONS

- ☐ BOTH Advertising Locations & Registry pages of this form *must be fully completed and submitted each quarter year* in order to maintain compliance with ZTRHP permit:
 - ☐ Quarter 1: Due May 1 (Jan, Feb, Mar)
 - ☐ Quarter 2: Due Aug. 1 (Apr, May, Jun)
 - ☐ Quarter 3: Due Nov. 1 (Jul, Aug, Sep)
 - ☐ Quarter 4: Due Feb. 1 (Oct, Nov, Dec)
- ☐ If an Excel document would be preferable for easy digital maintenance and reporting, go to cityofmadison.com/trhreporting/. Download the Quarterly Reporting template ZTRHP-QR (Excel file).
- ☐ Submit completed ZTRHP-QR form by uploading the document to your ZTRHP permit in the online portal.

ADVERTISING LOCATIONS INSTRUCTIONS

- ☐ On page 2 of this form, list all websites and locations where this TRH has been advertised in the previous quarter year. Add additional sheets as needed.
- ☐ If TRH has not been advertised anywhere in the previous quarter year, write "NO ADVERTISING" on the form and submit.
- ☐ Include the unique listing number or name of property as shown in website address on hosting platforms. Below are examples of where to find listing numbers on some of the more common website advertising platforms:

https://www.airbnb.com/rooms/3203468?location=mongolia&source_im

<https://www.homeaway.com/vacation-rental/p846123a?noDates=true>

<https://www.vrbo.com/1140747ha?noDates=true>

<https://beta.fairbnb.coop/homes/ck2ncl9ic02v50596m6nWSC7k?checkIn>

<https://www.flipkey.com/properties/6753621/>

<https://www.misterbandb.com/rooms/141470>

<https://www.booking.com/hotel/bt/the-chhodens-paro.html?aid=304142>

<https://www.corporatehousing.com/apartment-community-profile/11663>

REGISTRY INSTRUCTIONS

- ☐ On page 3 of this form, list all hosted reservations at this TRH in the previous quarter year. Add additional sheets as needed.
- ☐ If TRH has not hosted any rentals in the previous quarter year, write "NO RENTALS" and include the current Year and Quarter of no rentals on this form and submit.
- ☐ List all reservations in chronological order, do not submit form before quarter ends, and if a reservation spans multiple quarters, only enter it once -- on the arrival date.
- ☐ Listing Numbers must match those recorded in the "Advertising Locations" section of ZTRHP-QR form.
- ☐ Room numbers on Registry must match room numbers on approved floor plans in the ZTRHP-F Floor Plans form submitted with initial permit application.

QUARTERLY REPORTING: Advertising Locations ZTRHP-QR

ZTRHP-QR

Tourist Rooming House Address: _____ **Unit #:** _____

Permit #: _____ - _____ - _____

Operator name _____

Quarter: ☐ 1 ☐ 2 ☐ 3 ☐ 4 Year _____

- BOTH PAGES 2-3 of this form MUST be submitted every quarter, even if no advertising occurred or changed.
- BOTH PAGES 2-3 of this form MUST be submitted every quarter, even if no reservations were hosted.

[illegible]

QUARTERLY REPORTING: Registry

ZTRHP-QR

Tourist Rooming House Address: _____ **Unit #:** _____

Operator name _____

- **ALL COLUMNS MUST BE COMPLETED** for all reservations you received payment for.
- If no reservations hosted during quarter, enter "NO RESERVATIONS for Quarter [#] & Year [#]".
- **ROOMS:** Enter the bedroom numbers that guests paid to rent (*not the number of rooms rented*).
- **GUEST CONTACT:** ***Must*** enter either phone, email, or full street mailing address.
- **LISTING NUMBER:** Enter Listing Number from Advertising Locations page for this reservation.

Permit #: _____ - _____ - _____

Quarter: ☐ 1 ☐ 2 ☐ 3 ☐ 4 Year

Maximum number of guests is the lesser of two times the number of legal bedrooms or twelve (12). Children under the age of 12 shall not count towards the maximum number of guests and do not need to be included in the guest count.

* Do not count children under age 12 in Guest Number column.

[illegible]