



LODGING TAX PROCESSING CENTER  
8839 N CEDAR AVE #212  
FRESNO, CA 93720

HdL Lodging Tax

## Notice of Noncompliance

TEST ATTENTION  
1111 STREET ADDRESS  
SOUTH SAN FRANCISCO, CA 94080

[Letter Date]  
Account: [Account No.]

Dear Lodging Provider,

The City of South San Francisco (City) is contacting you because it has come to our attention that you may be leasing, renting, or advertising your property at [Property Address], on a short-term basis as a vacation rental or similar activity. As a lodging provider, property owners are required to follow all local laws regarding this activity as well as to collect the City's TOT/CCT from guests in accordance with the South San Francisco Municipal Code Chapter 4.20: Transient Occupancy Tax, and Section 20.350.036: Short-Term Vacation Rentals.

City records indicate you are **not** currently registered and reporting TOT/CCT to the City.

You must respond to this Notice of Non-compliance within **30 days** of the date of this letter **regardless of whether or not you would like to continue to operate your short-term rental**. Once your response is reviewed, you will receive information and instructions from us regarding the next steps, including permitting and business license requirements, to fully meet your compliance obligation with the City. To access and respond to this notice, please follow the steps below:

1. Visit <https://southsanfrancisco.hdlgov.com> to get started.
2. Under "TOT/CCT Portal," select "GO to TOT/CCT Portal."
3. Under "STR Compliance Application", select "Respond to a Notice of Non-compliance."
4. You will be prompted to enter your account information found below:  
**Account: [Account No.]**  
**Web PIN: [Web Pin]**
5. To complete the process, you must fill in all required fields and click "Submit."

Please read the Frequently Asked Questions document provided on the website linked above as it will provide basic understanding of how to collect, file, and remit your tax payments.

For more  
information, visit  
the website  
below or scan  
the QR code.

Para obtener una copia de esta  
carta en español, visite la  
página web a continuación  
o puedes escanear este código  
QR.

Para sa karagdagang impormasyon  
tungkol sa kopya ng liham na ito sa  
Tagalog, bisitahin ang ang website  
sa ibaba o i-scan ang QR code na  
ito.

如需獲取此信  
的繁體中文版  
本，請訪問 下  
面的網站 或掃  
描此二維碼。



[www.ssfca.gov/ShortTermRentalTax](http://www.ssfca.gov/ShortTermRentalTax)

If you believe you have received this letter in error, please contact our office for assistance at SouthSanFranciscoTOT@HdLgov.com or by phone at (650) 204-3304 Monday - Friday from 8:00am to 5:00pm.  
**Failure to respond to this notice will result in your property being assessed for TOT/CCT.**

Best Regards,  
HdL Lodging Tax  
Care of the City of South San Francisco Finance Department

*You have received this letter from HdL Lodging Tax because the City has engaged HdL Lodging Tax to administer the Transient Occupancy Tax (TOT) and Conference Center Tax (CCT), including compliance with the Short-Term Rental permitting and tax requirements.*