



Property Management Company (PMC) Annual Renewal Checklist

Renewals are due January 1 and are considered late by January 31. Please follow the renewal checklist below.

Completed?	Renewal Tasks:
<input type="checkbox"/>	<p>Download the PMC Renewal Spreadsheet found here and complete as follows:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Column A: Enter Owner TPT License Number <input type="checkbox"/> Column B: Enter Owner Legal Business Name <input type="checkbox"/> Column C: Enter the Location Code <input type="checkbox"/> Column D: Enter the Property Address <input type="checkbox"/> Column E: From the embedded drop-down in the Action Item column, select one of the options: Add Location, Close Location, or Cancel License <input type="checkbox"/> Column F: Enter the Reporting City <input type="checkbox"/> Column G: Enter the Renewal Fee
<input type="checkbox"/>	<p>To figure out your renewal fee for the above step, Column G, please refer to Renewal License Fees on AZDOR.gov. Renewal fees are by jurisdiction, not by number of locations. *Please note: The residential rental renewal fee for Chandler, Phoenix, and Scottsdale is \$2 per unit, up to a maximum of \$50 per license.</p>
<input type="checkbox"/>	<p>Submission Options: Email the completed spreadsheet to PMC dedicated email</p> <p>OR mail-in to: Arizona Department of Revenue License and Registration ATTN: License Administrator 1600 W Monroe Street Phoenix, AZ 85007</p> <p>OR at a drop-box at any of the three locations.</p>
<input type="checkbox"/>	<p>Once you email/mail/drop-off the completed spreadsheet, send one payment per license. Include the license number and "Annual Renewals" in the memo of the check.</p> <p>Arizona Department of Revenue License and Registration ATTN: License Administrator 1600 W Monroe Street Phoenix, AZ 85007</p>
<input type="checkbox"/>	<p>For any further information on various PMC procedures, forms, tutorials and helpful hints, please refer to the PMC page at AZDOR.gov and the PMC FAQs found on Renewing a TPT License.</p>
<input type="checkbox"/>	<p>*Arizona does not charge a "state renewal fee." Renewal license fees are annual and are based on the region location where your business operates. Every year, the fees are reviewed and based on the ordinance of each city/town. Even if there is no renewal license fee, you must still renew your TPT license. Please note:The residential rental renewal fee for Chandler, Phoenix, and Scottsdale is \$2 per unit, up to a maximum of \$50 per license.</p>