



Douglas A. Ducey
Governor

David Raber
Director

Property Management Companies Residential Rentals Instructions

With the passage of HB2111, the Arizona Department of Revenue (AZDOR) now requires individual owners of rental properties to obtain a TPT license. The AZDOR, in partnership with several stakeholder groups, has developed a simplified process to help Property Management Companies license their clients, in preparation for reporting and paying in 2016.

A Microsoft Excel Spreadsheet is available, with the minimum fields necessary, for the AZDOR to establish a new license for each property owner(s). Each property management company (PMC) is encouraged to use the spreadsheet and to provide the AZDOR with a complete list of all residential rental clients and the location of each of their properties.

When using the spreadsheet PMC's must use only the "Application – New License" tab for the initial licensing process. The other tabs (add, update, remove and delete) will be used at a later date. See the instructions tab for more information on how and when to use the remaining tabs.

The AZDOR will create new licenses for each property owner and their properties. Once the licenses are complete, the AZDOR will mail the licenses to the PMC. The PMC may receive a billing notice for any applicable license fees.

The PMC's must continue filing and paying monthly transaction privilege tax (TPT) returns the same way they currently file and pay today.

- PMC's will continue to file and pay to Apache Junction, Avondale, Chandler, Douglas, Flagstaff, Glendale, Phoenix, Peoria, Prescott, Sedona, Tempe, Mesa, Nogales, Scottsdale and Tucson using the "current" city license numbers .
- PMC's that file and pay TPT with the AZDOR will continue to file and pay for the same "program" cities and will continue using the "current" AZDOR license numbers they use today.
- ***None of the new license numbers should be used until February 2016.***

Once the spreadsheet of client information is complete the PMC will email the spreadsheet to the PMCDATA@azdor.gov along with a signed copy of the Memorandum of Understanding (MOU). ***Note: the AZDOR cannot create the licenses without a signed MOU.***