

Checklist of Required Materials for Transient Guest Sales Tax Application

NOTICE: Applications will NOT proceed without the following items:

1. _____ Proof of (All taxes and delinquencies owed to the City have been paid.)
2. _____ Copy of proof of ownership shall be in the form of a Recorded Warranty Deed, Quit Claim Deed or Deed of Trust.
3. _____ Completed Transient Guest Sales Tax Application with all of the work that will be included in the contract's Scope of Work thoroughly outlined including specifications, drawings, architectural renderings and photos, as necessary, to fully describe the proposed project. Include location, dimension, material and configuration of all buildings, structures and other improvements.
4. _____ Provide a timeline in which you propose to finish your project, for example (the roof will be completed by October 15th, windows will be completed by January 15th, etc.) this information will be included in the Scope of Work
5. _____ The City requires a minimum of three itemized bids from contractors who must be licensed by the City of St. Joseph.
6. _____ Copy of fire insurance coverage (or builder's risk insurance in the case of a vacant building).
7. _____ Copy of proof of cash on hand in the form of, deposits, stocks, bonds, a letter from your bank showing your line of credit or other securities to prove you have sufficient funds required for the project. Bank statements for the last quarter will be required if no line of credit is available. This information shall be kept confidential.
8. _____ Signed attached form granting the City of St. Joseph to run a credit check. This information shall be kept confidential.
9. _____ Where applicable the Transient Guest Sales Tax Application applicants shall provide the Articles of Incorporation and Bylaws along with current officers names showing they have the legal ability to enter into a contractual agreement with the city.
10. _____ If applicant cannot attend the Tourism Commission meeting to present their application they shall be required to sign a letter stating what person or entity has the authority to present the application on their behalf.