QUARTERLY REPORTING: Instructions



City of Madison Building Inspection Division: Zoning Dept. Madison Municipal Building, Suite 017 215 Martin Luther King, Jr. Blvd. P.O. Box 2984 Madison, WI 53701-2984

phone: (608) 266-4551

web: cityofmadison.com/trh

email: zoningTRH@cityofmadison.com

GENERAL INSTRUCTIONS

submitted each quarter year in order to maintain compliance with ZTRHP permit:
☐ Quarter 1: Due May 1
☐ Quarter 2: Due Aug. 1
☐ Quarter 3: Due Nov. 1
☐ Quarter 4: Due Feb. 1
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 to zoningTRH@cityofmadison.com

☐ This form must be completed and

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_imp				
	https://www.homeaway.com/vacation-rental/p846123a?noDates=true				
	https://www.vrbo.com/ <mark>1140747ha?</mark> 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 <mark>/bt/the-chhodens-paro.html?</mark> aid=304142				
	https://www.corporatehousing.com/apartment-community-profile/11663				
REC	GISTRY INSTRUCTIONS				
	On page 3 of this form, list all reservations hosted 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" on this form and submit.				
	List all reservations in chronological order, using a separate line for each night of eac reservation party's stay.				
	Listing Numbers must match those recorded in "Advertising Locations" section of ZTRHP-QR form.				

☐ Room numbers must match approved floor plans on form ZTRHP-F, Floor Plans,

submitted with initial permit application.

QUARTERLY REPORTING: Advertising Locations



Tourist Rooming House Address:			Unit #:	Permit #:				
Operator name		Host name on	all advertisings	Quarter: □ 1 □ 2 □ 3 □ 4 Max # of guests Calculate number of legal bedrooms x 2 = Maximum number of guests is the lesser of two times the num-				
Full names of all Coh	osts			Maximum number of guests is the lesser of two times the number of legal bedrooms or twelve (12). Children under the age of				
Company name DBA name (if applicable)				12 shall not count towards the maximum number of auests				
DATES ADVERTISED	HOST NAME	LISTING NUMBER	U	RL or other Advertising Location				

QUARTERLY REPORTING: Registry

ZTRHP-QR

Tourist Rooming House Address:		Unit #:	Permit #:				
Operator name Full names of all Cohosts	Host name on all advertisings		Quarter: ☐ 1 ☐ 2 ☐ 3 ☐ 4 Max # of guests Calculate number of legal bedrooms x 2 = Maximum number of guests is the lesser of two times the number of legal bedrooms or twelve (12). Children under the age of				
Company name	DBA name (if applicable)		12 shall not count towards the maximum number of guests. * Do not count children under age 12 in Guest Number column.				

ROOM(S)	ARRIVAL DATE	NUMBER OF NIGHTS	GUEST NAME	GUEST CONTACT	NUMBER OF GUESTS	LISTING NUMBER	HOST ONSITE	HOST OFFSITE