

# QUARTERLY REPORTING: Instructions

# ZTRHP-QR

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](http://cityofmadison.com/trh)  
**email:** [zoningTRH@cityofmadison.com](mailto:zoningTRH@cityofmadison.com)



## GENERAL INSTRUCTIONS

- This form must be completed and 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/](http://cityofmadison.com/trhreporting/). Download the Quarterly Reporting template ZTRHP-QR (Excel file).
- Submit completed ZTRHP-QR form to [zoningTRH@cityofmadison.com](mailto:zoningTRH@cityofmadison.com)

## 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\\_im](https://www.airbnb.com/rooms/3203468?location=mongolia&source_im)

<https://www.homeaway.com/vacation-rental/p846123a?noDates=true>

<https://www.vrbo.com/1140747ha?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/bt/the-chhodens-paro.html?aid=304142>

<https://www.corporatehousing.com/apartment-community-profile/11663>

## REGISTRY 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 each 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.



