



CITY OF NEWPORT BEACH

ADMINISTRATIVE SERVICES Revenue Division

Request for Tenant Roster

Dear Sir or Madam:

Help us help your tenants by providing basic information in your tenant roster listing(s).

City License Inspectors visit commercial locations to ensure compliance with Municipal Code Section 5.04.020, which requires anyone conducting business in the City to have a current business license. The purpose of these inspections is to ensure all businesses have a current business Tax Certificate and to notify new businesses of the requirement. The on-site inspections include all high-rise office buildings and involve personal visits to all businesses therein that do not appear in the City's database.

On average 90% of these businesses are in compliance with City ordinances. Providing your tenant roster(s) will prevent the need for City Inspectors to conduct a disruptive suite to suite inspection, which includes asking the 90% of your tenants who are compliant to provide proof of their Business Tax Certificate.

All that is necessary is the company name and suite number, and when applicable, their mailing address. **By providing this list on a quarterly basis** you will save your tenants valuable time and money, as they will receive information about business licensing by mail rather than through an on-site inspection. Please be assured that your tenants' information will be kept confidential and will only be used for reconciling the City's database.

We appreciate your assistance in this matter. If possible, please transmit your tenant information electronically by email as an attachment, preferably in Microsoft Excel or Word. Should this not be an available option, you may fax or mail your listing. Please contact me by the email address listed below or by calling (949) 644-3148 if you have any questions about this program. Thank you for your valuable help.

Sincerely,

Monique Navarrete
License Inspector

Email: MNavarrete@City.Newport-Beach.ca.us