

# MAT Flow Chart



## Reporting Period Ends (Day 0)

1

- Providers will report quarterly or monthly depending on how many rentable units they have.
- 5 or Less Rentable Units = Report Quarterly
  - Quarterly Reporting Period Ends: Mar 31st, Jun 30th, Sept 30th, Dec 31st
- Greater than 5 Rentable Units = Report Monthly
  - Monthly Reporting Period Ends: Last day of each month
  - At Period End, the Town will send a reminder email with the upcoming reporting/payment due dates.

## Reporting/Payment Deadline (Day 15)

2

- Reporting and payment due 15 days following end of each reporting period
- ✓ If Paid and Reported: —————→ ***End Process Here***
- If Not Paid or Not Reported or Both: —————→ ***Continue Process***

## Non-Compliance Notices Sent (Day 21)

3

- Email notices will be sent within one (1) week following the reporting/payment deadline that includes a warning that amounts will be transferred to the Property Tax Account along with a \$50 Administrative Fee.

## Transfer Process (Day 30)

4

- If Reported but Not Paid:
  - ↳ *The unpaid amount will be added to the Property Tax Account + \$50 Administrative Fee*
- If Not Reported or Paid:
  - ↳ *A calculated amount based on 100% occupancy and advertised/comparable rates + \$50 Administrative Fee will be added to the Property Tax Account*

## Adjustment Window (Day 31-60)

5

- If the provider reports and pays within 30 days following the transfer process, Town Staff have the authority to remove the transferred amount from the property tax account (less the \$50 administrative fee)

## After the Adjustment Window (Day 61+)

6

- After the adjustment window, staff do not have the authority to remove the MAT added to the property tax account.