



October 29, 2025

IMPORTANT ADVISORY FOR CITY OF SAN PABLO BUSINESSES

Dear City of San Pablo Business Owner,

The City of San Pablo values the important role you play in keeping our community thriving. Local businesses, like yours, are at the heart of our economy, and we are committed to supporting you every step of the way.

As part of this commitment, the City will conduct a **Transient Tax Occupancy (TOT) Audit**, which has not been conducted by the City in the last 6 years. The goal of this audit is to ensure that all our business partners are working together with our community to comply with the City's Transient Occupancy Tax (TOT) requirements (3.28.060).

<https://www.codepublishing.com/CA/SanPablo/#!/html/SanPablo03/SanPablo0328.html>

A Business License Auditor (Revenue Recovery Group, Inc.) has been retained by the City to conduct the Audit Program beginning October 2025. Here is what local businesses can expect:

- **Review of Records:** Revenue Recovery Group, Inc. (RRG) will verify information such as reported gross receipts, number of employees, and other factors that determine the TOT amount owed.
- **Notification:** If your business is identified, you'll receive a written notice and/or be contacted by a representative of RRG with clear instructions on what documents are needed.
- **Support:** RRG will be available to answer questions, provide guidance, and make the process as smooth and transparent as possible.

This City's Audit Program is designed to be a collaborative and educational process for our local business community. Our goal is to ensure compliance and to help you better understand the City's requirements so that your business remains in good standing to operate in the City.

If you have any questions or need assistance regarding the Audit process, please reach out to Revenue Recovery Group (RRG) directly at:

David Abraham, RRG

808 Gathering Ct. Brentwood, CA 94513

Phone: 209-483-2842

Fax: 415-962-4073

Email: dabraham@revrecgrp.com.

The City appreciates your cooperation in advance and thanks you for being an important part of the City of San Pablo's business community. Together, we can continue to make our city a great place to live, work, and do business.

Thank you in advance for your cooperation.

City of San Pablo