

Register for a Property Portal Account



The easy way to manage your short term rental taxes

**Click the link for the
Property Owner's Portal**



**To Register a New
Account or Login**

Register a New Rental Property



[Register a New Rental Property.](#)

New applicants only



[Login & Register Additional Properties](#)

For help logging in, contact beth@gocadiz.com

- New Applicants will Register a New Property
- Registered Property Owners can login to register additional properties



**Login to the Portal to report
your Gross Monthly Short Term
Rental Income or to Pay Invoices
or manage your property
information**

Register a New Rental Property



[Register a New Rental Property.](#)

New applicants only



[Login & Register Additional Properties](#)

For help logging in, contact beth@gocadiz.com

Monthly Reporting

- **Between the 1st–15th:** Login and enter gross rental receipts for the previous month
- **You can renew your report at any time after updating your monthly gross rentals.**
- **30th:** Payment due

Manage Existing Registrations



[Login & Manage Existing Rentals](#)



[Pay Invoice](#)

Make a payment without a login

To report your Gross Monthly Income:

1. Click on this link to log in (and select the desired property, if applicable)

Once you login and have entered your property information, you will see your registered property as shown here. Please check your information for accuracy.

Location - 123 Main Street			
Rental Address:	123 Main Street	Location Name:	C Sol Test Location
Location Type:	Short-Term Rental	Location Status:	Active
Owner:	Lea	Owner Address:	PO Box 101
Owner Phone:		Owner Email:	championsolutionscadiz@gmail.c...
Rental #:	194	City:	Cadiz
State:	Kentucky	ZIP:	42211
Date:	05/21/2026	Gross Monthly Income (\$):	400.00
Gross Revenue for Month (Selec...	05. May	VRBO #:	—
Other Vacation Rental Members...	—	Other Membership #:	—
# Rentable Units:	0	KY Transient Room Tax #:	—
Trigg Co. Transient Room Tax #:	—	Business Name:	—
Business Mailing Address:	—	Mailing City, State, Zip:	—

If you have mulitple properties, you'll be able to select the property you wish to view or update.

At the bottom of the Property Page (previous slide) you can view invoices and Portal Communications and upload files to your account.

Unpaid Invoices

Invoice Date	Due Date	License #	Total	Late Fees	Paid	Unpaid	
05/26/2026	05/26/2026		\$0.00	\$0.00	\$0.00	\$0.00	Pay
05/27/2026	06/30/2026		\$12.00	\$12.00	\$12.00	\$12.00	Pay

Letters

05/21/2026 - Registration Confirmation

[Print](#)

Uploaded Files

0 files have been uploaded

Update Information



- To Update your Rental Information, Gross Receipts or Owner information, Click **Update Information**

To Update Your Gross Rental Income

Location Name:

C Sol Test Location

2 Gross Monthly Income (\$):

400.00

1 Gross Revenue for Month (Select Month):

05. May

VRBO #:

Other Vacation Rental Membership?:

Other Membership #:

Business Name:

Business Mailing Address:

Mailing City, State, Zip:

1. Choose the month you are reporting from the dropdown list
2. Under Gross Monthly Income, enter the total of all direct rental receipts and any third party receipts that you collected tax for- If no rentals occurred, enter 0
3. Be sure to **Click Save**

Save

Renew & Pay

State:	Kentucky	ZIP:	42211
Date:	05/21/2026	Gross Monthly Income (\$):	300.00
Gross Revenue for Month (Selec...	07. July	VRBO #:	—
Other Vacation Rental Members...	—	Other Membership #:	—
# Rentable Units:	0	KY Transient Room Tax #:	—
Trigg Co. Transient Room Tax #:	—	Business Name:	—
Business Mailing Address:	—	Mailing City, State, Zip:	—

Licenses

License #	License Type	Status	Issued Date	Expiration Date	Renew
	Transient Room Tax	Pending Invoice	07/01/2026	07/31/2026	

Once you have updated your information **Click Renew**

Unpaid Invoices

Invoice Date	Due Date	License #	Total	Late Fees	Paid	Unpaid	
05/26/2026	05/26/2026		\$0.00	\$0.00	\$0.00	\$0.00	Pay
05/27/2026	06/30/2026		\$12.00	\$12.00	\$12.00	\$12.00	Pay

Your New Invoice will show immediately in the Unpaid Invoices section
Simply Click Pay to pay online - No Waiting

Owners reporting multiple properties can pay after entering information for all properties.

Welcome to CADIZ-TRIGG COUNTY TOURIST & CONVENTION COMMISSION
Online Payment Center

Payment to:

CADIZ-TRIGG COUNTY TOURIST & CONVENTION COMMISSION

5748 HOPKINSVILLE RD

USA

Invoice Detail

Invoice #	Date	Item	Amount	Late Fee	Unpaid
23	05/27/2026	Transient Room Tax	\$12.00	\$0.00	\$12.00

\$12.00

PAY

Payments through this website are made to CADIZ-TRIGG COUNTY TOURIST & CONVENTION COMMISSION through iWorQ.com's payment manager and lbx.com's secure payment processing.

[Refund Policy](#)

[Privacy Policy](#)

Invoices & Payment

Renewal invoices will appear in your portal dashboard.
Owners with unpaid invoices will receive a reminder on or around the 25th of the reporting month.

Online payments are made via the secure payment processor. There is a \$2.50 convenience fee for online payments

If you prefer to use a printable form, it can be downloaded from the Property Portal on **GoCadiz.com**

Mail or deliver your form and payment
Checks payable to: Cadiz-Trigg County
Tourism Commission



Need Help?

Cadiz-Trigg County Tourism Commission

info@GoCadiz.com

270-522-3892

We're here to support you.