



TRANSIENT OCCUPANCY & CONFERENCE CENTER

**INDIVIDUAL EXEMPTION FORM #2
FOR HOTEL OCCUPANCIES LONGER THAN
30 CONSECUTIVE DAYS**

(NAME OF HOTEL / MOTEL)

PART 1, OCCUPANT: You must complete this part if you are claiming an exemption from the Transient Occupancy Tax and Conference Center Tax due to a stay of longer than 30 days.

CHECK the exemption that applies to your occupancy and sign on line below.

- My occupancy period will exceed 30 days and there is a written agreement between me and the operator of this hotel that provides for a continuous occupancy period of more than 30 days. A copy of this agreement is attached to this individual Exemption Form.
- My occupancy period will exceed 30 days but there is no written agreement. Although I must pay Transient Occupancy Tax and Conference Center Tax during the first 30 days of continuous occupancy in this hotel, I am exempt from these taxes for the period of continuous occupancy after the first 30 days.

(NAME OF OCCUPANT)

(SIGNATURE OF OCCUPANT)

(DATE)

I declare under penalty of perjury that to the best of my knowledge and belief the statements made herein are true and correct.

PART II, HOTEL / MOTEL OPERATOR: You must complete this part to document any occupancies which you are reporting as exempt from Transient Occupancy Tax and Conference Center Tax. Note, some hotels east of Hwy 101 have City Use Permits that prohibit stays in excess of 30 days, check with your hotel general manager to confirm if your hotel is one of these.

1. Enter the date occupancy began for the person named in PART I: _____
2. Enter the expected date for the occupancy to end for the person named in PART I: _____

(NAME OF HOTEL/MOTEL OPERATOR)

(SIGNATURE OF HOTEL/MOTEL OPERATOR)

(DATE)

I declare under penalty of perjury that to the best of my knowledge and belief the statements made herein are true and correct.

- NOTE:**
1. Please submit all exemption forms along with monthly TOT remittance filing.
 2. Hotel operators should maintain documentation for at least a year.