Sandie Arnott
TREASURER - TAX COLLECTOR

Tiffany Htwe
INVESTMENT & FINANCE OFFICER

Kathy Nunes
PROPERTY TAX DIVISION MANAGER

OCCUPANCY BY PERMANENT RESIDENTS – Applies after 30 Days of Occupancy
(Ordinance Number 5.136.010)

Notice to all operators of a hotel, motel, or bed & breakfast within San Mateo County:

1) This form is to be used for person occupying rooms for more than 30 days. In other words, the transient *must* pay the tax for the first 30 days of occupancy. The occupant becomes a permanent resident on the 31st day of occupancy.
    a. Written agreements for each resident must be updated quarterly and attached to this form when filing the tax return.
2) The amount claimed on this form must equal the total dollar amount deducted on line #2 of the Tax Return form

Name of Permanent Resident	Room #	Total Dates of Occupancy (From - To)	Permanent Residency Date Range (begins 31st day)	Total Rent Collected	Permanent Residency Amount Claimed for Rent Over 31 Days
			Totals:		

I hereby declare, under penalty of perjury, that the above information is true and correct to the best of my knowledge.

_____ _____
Name of Owner/Operator Signature of Owner/Operator

_____ _____
Name of Establishment Date

555 County Center, 1st Floor, Redwood City, CA 94063

Treasurer
(650) 363-4580 ♦ Fax: (650) 363-4944
treasurer.smcgov.org

Tax Collector
(866) 220-0308 ♦ Fax: (650) 599-1511
tax.smcgov.org