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

<table>
<thead>
<tr>
<th>Name of Permanent Resident</th>
<th>Room #</th>
<th>Total Dates of Occupancy (From - To)</th>
<th>Permanent Residency Date Range (begins 31st day)</th>
<th>Total Rent Collected</th>
<th>Permanent Residency Amount Claimed for Rent Over 31 Days</th>
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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