



# City of Santa Monica

## TREASURY OFFICE

1685 Main Street City Hall East, Santa Monica, CA 90401  
310.458.8741

### TRANSIENT OCCUPANCY TAX

Exemption certificate for permanent resident/guest

This form is to be completed by: (1) a transient or (2) a person or (3) permanent resident who requests exemption from Santa Monica's Transient Occupancy Tax.

*Santa Monica Municipal Code, Chapter 6.68.010(a) Transient. Any person who, for any period of not more than one month either at his own his expense or at the expense of another, obtains lodging or the use of any lodging space in any hotel as hereinafter defined, for which lodging or use of lodging space a charge is made. (b) Person. Any individual, corporation, company, association, firm, co-partnership, or any group of individuals acting as a unit. (f) Permanent Resident. Any person who, as of a given date, has occupied or has had the right to occupy a room or rooms in a particular hotel, as herein defined, for the thirty consecutive days next preceding such date.*

*(c) Hotel. Any public or private hotel, inn, hostelry, tourist home or house motel, rooming house or other lodging place within the City of Santa Monica offering lodging, wherein the owner and operator thereof, for compensation, furnishes lodging to any transient as hereinabove defined.*

The operator must retain this completed form and supporting documents for two years, Santa Monica Municipal Code, Chapter 6.68.080.

Name of Operator:	
Address: <i>(Number &amp; Street)</i> <span style="float: right;">Santa Monica, CA <i>( Zip)</i></span>	
Dates of Occupancy: <i>(Check In:)</i> <span style="margin-left: 150px;"><i>(Check Out:)</i></span>	Amount of Exemption Claimed* \$
Resident/Guest Name: <i>(First)</i> <span style="margin-left: 150px;"><i>(Last)</i></span>	
Resident/Guest Previous Address:	
Resident/Guest Telephone #: <i>( )</i>	Driver's License: <i>(State)</i> <span style="margin-left: 50px;"><i>(Number)</i></span>
Resident/Guest Suite #:	Is this a prior month's refund?
<b>I hereby declare under penalty of perjury that I am a resident/guest as indicated above and that the foregoing facts and statements are true and correct.</b>	
Executed at: <i>(City)</i> <span style="margin-left: 150px;"><i>(State)</i></span>	
Signature:	Date:
*NOTE: Room Rental. The total charge made by any such hotel for lodging and/or lodging space furnished any such transient. If the charge made by such hotel to such transient includes any charge for services or accommodations in addition to that of lodging, and/or the use of lodging space, then such portion of the total charge as represents only room and/or lodging space rental shall be distinctly set out and billed to such transient by such hotel as a separate item.	
<b>TO BE COMPLETED BY HOTEL OPERATOR/STAFF</b>	
<b>This exemption is not valid unless copies of the lease contract/agreement or proof of payment (non-refunded) for at least 30 days of continuous occupancy are attached.</b>	
Verified by:	
_____	_____
Print Employee's Name	Employee's Signature
	_____
	Date