

County of San Mateo
Office of the Tax Collector-Treasurer
555 County Center – 1st Floor
Redwood City, CA 94063
(650) 599-7203



**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:
This form is to be used for persons occupying rooms more than 30 days.

PLEASE NOTE:

- 1) 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. ***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 31 st Day of Occupancy: From - To	Total Rent Collected \$	Permanent Residency Amount Claimed for Rent Over 31 Days
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
Totals:						

I DECLARE UNDER PENALTY OF PERJURY THAT TO THE BEST OF MY KNOWLEDGE, THIS STATEMENT IS TRUE AND CORRECT.

Printed Name of Owner/Operator

Signature of Owner/Operator

Name of Establishment

Date