

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 **UNLESS** there is an agreement in writing between the operator and the occupant providing for a longer period of occupancy. Signed Written Agreements for each permanent resident **MUST** be retained for a period of three years. ATTACH COPIES OF SIGNED WRITTEN AGREEMENT(S).
- 2) The Total Amount of Rent Collected on this form **MUST EQUAL** the total dollar amount deducted on line #2 of the Tax Return form.

	Name of Permanent Resident	Room #	Dates of Occupancy From - To	Total Amount of Rent Collected \$
1.			-	\$
2.			-	\$
3.			-	\$
4.			-	\$
5.			-	\$
6.			-	\$
7.			-	\$
8.			-	\$
9.			-	\$
10.			-	\$
11.			-	\$
12.			-	\$
13.			-	\$
14.			-	\$
Total:				\$

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