



Please return completed form to:  
 City of Vallejo · Commercial Services Division · 555 Santa Clara Street · Vallejo, CA 94590  
 Phone: (707) 648-4347 Fax: (707) 649-5407 [www.ci.vallejo.ca.us](http://www.ci.vallejo.ca.us)  
 Office Hours: Monday - Friday 8:30 a.m. to 5:15 p.m.  
 Vallejo Municipal Code Chapters 3.19 and 14.50

**TRANSIENT OCCUPANCY TAX EXEMPTION CERTIFICATE**  
**EXEMPTION CERTIFICATE FOR NON-TRANSIENT OCCUPANTS**

No tax shall be imposed when there is an agreement in writing at the time of first occupancy that the stay is for a period longer than thirty (30) consecutive days occupied by the same person.

Tax Exemption For Tax Period Ending: Month  Year

Hotel Name:  Business Phone Number:

Business Address:  Name of Contact:

**OCCUPANT CERTIFICATION:**

This section below is to be completed by an occupant when there is an agreement in writing at the time of first occupancy that their stay is for a period longer than thirty (30) consecutive days.

This is to certify that I, the undersigned, am not a "transient" as defined by Vallejo Municipal Code Section 3.19.020(E) since I occupied Room No.  for a period exceeding thirty (30) consecutive days, from  to .  
Month/day/year Month/day/year

**OCCUPANT SIGNATURE AND DATE**

I declare under the penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Signature of Occupant:  Date:

Print Name of Occupant:

Tax must be collected for days one (1) through thirty (30) unless the lodger warrants in writing before or at the inception of stay to rent the accommodations for longer than thirty (30) consecutive days. If the lodger leaves prior to the expiration of the first thirty (30) days, the lodger shall be charged the tax from the first day of occupation to the day of leaving.

**HOTEL OPERATOR SIGNATURE AND DATE**

Hotel Operator: This form was prepared by the Tax Administrator and must be presented to the Tax Administrator for the reporting periods required pursuant to Vallejo Municipal Code Section 3.19.070. A separate exemption certificate is required for each occupancy. All records must be retained by the hotel operator for a period of three (3) years after the date any tax is due and payable pursuant to Vallejo Municipal Code Section 3.19.120.

To validate the exemption claim, this form must be completed, signed, and attached to your tax return when you file. Statement such as "signature on file" and/or unsigned are grounds for disallowance of your claim.

I declare under the penalty of perjury under the laws of the State of California that the statements herein and any attachments are true, correct, and complete and in compliance with Vallejo Municipal Code Chapter 3.19.

Signature of Hotel Operator:  Date:

Print Name of Hotel Operator:  Contact Phone Number: