TRANSIENT OCCUPANCY EXEMPTION FORM
FOR HOTEL OCCUPANCIES STAYING
LONGER THAN 30 CONSECUTIVE DAYS

_____

(NAME OF HOTEL / MOTEL)

OCCUPANT: You must complete this part if you are claiming an exemption from the Transient Occupancy Tax due to a stay of longer than 30 days.

CHECK the exemption that applies to your occupancy and sign on line below.

☐ My occupancy period will exceed 30 days and there is a written agreement between me and the operator of this hotel that provides for a continuous occupancy period of more than 30 days. A copy of this agreement is attached to this individual Exemption Form.

☐ My occupancy period will exceed 30 days but there is no written agreement. Although I must pay Transient Occupancy Tax during the first 30 days of continuous occupancy in this hotel, I am exempt from these taxes for the period of continuous occupancy after the first 30 days.

_____   _____   _____
(NAME OF OCCUPANT)   **(SIGNATURE OF OCCUPANT)**   **(DATE)**

I declare under penalty of perjury that to the best of my knowledge and belief the statements made herein are true and correct.

HOTEL / MOTEL OPERATOR: You must complete this part to document any occupancy which you are reporting as exempt from Transient Occupancy Tax.

1. Enter the date occupancy began for the person named above: _____

2. Enter the expected date for the occupancy to end for the person named above: _____

_____   _____   _____
(NAME OF HOTEL/MOTEL OPERATOR)   **(SIGNATURE OF HOTEL/MOTEL OPERATOR)**   **(DATE)**

I declare under penalty of perjury that to the best of my knowledge and belief the statements made herein are true and correct.

Note

• Please submit all exemption forms along with monthly TOT remittance filing.
• Exemption forms can be emailed to TOT@FRESNO.GOV or mailed with TOT tax return.
• Hotel operators should maintain documentation for at least five years.
• **If a form is not received and it is not completed properly the exemption will not be accepted.**
• **Attachment A – 30 Day Exemption Form with attached profile of guest stay**