CITY OF GILROY
TRANSIENT OCCUPANCY
QUARTERLY EXEMPTION SUMMARY

Lodging Establishment: _____

LODGING OPERATOR: You must complete this QUARTERLY EXEMPTION SUMMARY and file it with the QUARTERLY TRANSIENT OCCUPANCY TAX RETURN whenever tax exemptions are claimed by occupants during the reporting period.

1. **Reporting Period:** Enter the quarter and year for which the Quarterly Tax Return is filed. _____ 1.

2. **Total number of transients who claimed #1** (government employees) _____ 2.

   2a. **Total Gross Rent paid by those transients.** Enter here and on line 3 of the Quarterly Tax Return. _____ 2a.

   2b. **Total number of continuous room nights rented by those transients.** _____ 2b.

3. **Total number of transients who claimed #2** (written Agreement for more than 30 days) in Part 1 of the INDIVIDUAL EXEMPTION FORM. _____ 3.

   3a. **Total Gross Rent paid by those transients.** _____ 3a.

   3b. **Total number of continuous room nights rented by those transients.** _____ 3b.

4. **Total number of transients who claimed exemption #3** (occupancy over 30 days and no written agreement) in Part I of the INDIVIDUAL EXEMPTION form. _____ 4.

   4a. **Total gross rent paid by those transients** from the 31st day of continuous occupancy to the end of the occupancy during the reporting quarter. _____4a.

   4b. **The Total number of continuous room nights rented by those transients** from the 31st day of occupancy to the end of the occupancy during the reporting quarter. _____4b.

5. **Add the amounts on lines 3a and 4a** and enter the result here and on line 2 of the Quarterly Tax Return. _____ 5.

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

_____ _____ _____
Name   Title   Date

_____ _____
Signature   Contact Phone Number

Attach this Quarterly Exemption Summary to the Quarterly Transient Occupancy Tax Return.   Revised Mar 2009