CITY OF GUADALUPE   Finance Department
918 Obispo Street * Guadalupe, CA * 93434 * (805) 356-3895

QUARTERLY TRANSIENT OCCUPANCY TAX RETURN, SHORT-TERM RENTALS

The host of each short-term rental shall file this completed return quarterly, together with the full amount of the tax collected. **Filing deadline: last day of each month following the close of the calendar quarter.**

Quarter Ending: _____   Check here if ownership has changed [ ]
                                                                          since last quarter's report.

Short-term rental address: _____

1. Gross rent from occupancy of short-term rental for this period $_____

2. Less exemption adjustments. (Note: a separate claim under penalty of perjury must be attached for each exemption listed; otherwise, the exemption will not be allowed.)

    A.   Occupancies exceeding 30 days: $_____

    B.   Foreign government representatives
        (exempt under Federal law or by international treaty): $_____

    C.   Federal, State, County, or City employees
        (traveling for official business): $_____

    D.   Gross rents collected by hosting platform under
        voluntary agreement with City of Guadalupe: $_____

    E. Occupancies provided without charging of rent: $_____

    F.   TOTAL OF EXEMPTIONS (sum of lines 2.A - 2.E): $_____

3. Taxable rents (Line 1 minus Line 2F plus Line 3): $_____

4. Calculate tax (amount on Line 4 times six-percent (6%)): $_____

5. Add: penalties and interest if remittance is delinquent:
    A. **Original delinquency:** 10% of the tax (in addition to the
        amount of the tax) $_____
    B. **Continued delinquency:** 10% of the tax (in addition to
        the amount of the tax and the 10% penalty first imposed). $_____
    C. **Interest:** to be paid at the rate of one-half of one percent
        per month or fraction thereof on the amount of the tax,
        exclusive of penalties, from the date on which the remittance
        first became delinquent until paid. $_____
    D. TOTAL AMOUNT OF PENALTIES AND INTEREST
        (sum of lines 6.A. through 6.C.) $_____

7. **TOTAL AMOUNT DUE (add Line 4 plus Line 5D)** $_____

*Make check payable to **City of Guadalupe** and mail with original return to the above address.
*Keep a copy of the return and other records for three years.
I declare under penalty of perjury that the above information is true and correct.

_____   _____   _____
Signature   Printed Name and Title   Date