



**CITY OF SUNNYVALE  
TRANSIENT OCCUPANCY TAX  
NON-TRANSIENT OCCUPANCY  
EXEMPTION CLAIM FORM  
(408) 730 – 7656**

Hotel Name: \_\_\_\_\_

Hotel Address: \_\_\_\_\_  
\_\_\_\_\_

Use this form to claim exemption from Transient Occupancy Tax for non-transient occupancy. A guest is transient for the first 30 days of continuous stay and therefore taxable for that period. Once a period of 30 days has elapsed, the guest becomes non-transient for the remaining uninterrupted stay, and is no longer subject to Transient Occupancy Tax. An exemption claim form is required from each such non-transient guest.

If there is a non-refundable contractual agreement providing for a stay of more than 30 days upon check in, the guest is considered non-transient from the first day of stay and therefore not subject to the tax. An exemption claim form is not required.

Room Number	Name of Occupant	Check in Date	Date that guest is considered non-transient (must be 31 days after check in date.)

I declare under penalty of perjury that this information is true and correct. I have met Sunnyvale's requirement of a continuous stay of more than thirty consecutive calendar days. I am hereby claiming exemption from the tax for the non-transient portion of my remaining continuous stay.

\_\_\_\_\_  
Signature of hotel guest

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Date

**HOTEL OPERATOR:**

**YOU MUST KEEP THIS FORM AS PART OF YOUR BUSINESS RECORDS.**