



Sonoma County Transient Occupancy Tax Program

585 Fiscal Drive, Suite 100, Santa Rosa, CA 95403

Email: tot@sonomacounty.gov | Phone: (707) 565-7133

CLAIM FOR EXEMPTION FROM TRANSIENT OCCUPANCY TAX

NOTICE TO OPERATORS: Prepare two copies of this form, submit one copy with the TOT/BIA Return and retain the other copy for your records. For complete definitions of Exemptions, see Sonoma County Ordinance No. 5823 Section 12-12. The County reserves the right to audit these records per Section 12-18.

Property Name:

TOT CERT NO.

The undersigned claims exemption from paying the 12% Transient Occupancy Tax (TOT) and, if applicable, the 2% Business Improvement Area (BIA) Assessment based on the following:

- ☐ Temporary Emergency Shelter (Attach Voucher)
- ☐ Complimentary stay for the property owner or the property owner's family

Amount of Rent Collected:

Dates of Occupancy (MM/DD/YY) - (MM/DD/YY)

I certify, under penalty of perjury, the information contained herein is true, correct, and complete to the best of my knowledge.

Occupant's Signature:

Date:

Occupant's Printed Name: