



**CITY OF MONROVIA
TRANSIENT OCCUPANCY TAX
EXEMPTION APPLICATION FORM**

The Monrovia Municipal Code, Chapter 3.44.040, states “The tax enacted by this chapter shall not be imposed upon any person or agency defined in the following.” The following are considered exempt: 1) Any federal or state officer or employee when on official business. 2) Any officer or employee of a foreign government who is exempt by reason of provision of federal law or international treaty.

To qualify, the occupant and the operator must complete his/her respective sections of this Exemption Application Form. *Important – please complete in ink.*

Please check the appropriate line:

___ Federal or State of California employee on official business.

___ Officer or employee of a foreign government who is exempt by reason of provision of federal law or international treaty.

TO BE COMPLETED BY OCCUPANT

I HEREBY CERTIFY, UNDER PENALTY OF PERJURY, THAT THE INFORMATION IN THIS FORM IS TRUE AND CORRECT.

Name of Occupant (print) _____

Signature _____ Date _____

Organization: _____

Address _____ Phone number _____

TO BE COMPLETED BY OPERATOR

I HEREBY CERTIFY, UNDER PENALTY OF PERJURY, THAT THE INFORMATION IN THIS FORM IS TRUE AND CORRECT.

Name of Hotel _____ Room No. _____

Period of Residency (to) _____ (from) _____

Name of Hotel Operator (print) _____

Date _____ Signature _____

The completed Exemption Application Form is to be kept with the operator and be made available for inspection. The City of Monrovia Transient Occupancy Tax is codified in Chapter 3.44 of the Monrovia Municipal Code.