

MONTHLY SANTA ANA TOURISM MARKETING DISTRICT ASSESSMENT REPORT

ACCOUNT NUMBER:  
HOTEL/MOTEL NAME:  
PROPERTY ADDRESS:

REPORTING PERIOD: TO  
DUE:

SEE REVERSE SIDE OF THIS FORM FOR INSTRUCTIONS

A) TOTAL NUMBER OF HOTEL/MOTEL ROOMS: 100 B) TOTAL NUMBER OF ROOMS WITH PERMANENT RESIDENTS: \_\_\_\_\_  
(For definition of qualified PERMANENT RESIDENT see INSTRUCTION B on the reverse side of this form)

Table with 8 rows and 2 columns. Row 1: GROSS RENT FOR ALL ROOMS \$ \_\_\_\_\_. Row 2: LESS ALLOWABLE DEDUCTIONS: a. Rent From Permanent Residents (See INSTRUCTION #2.a - reverse side of this form) \$ \_\_\_\_\_. b. Government Employee Exemptions (See INSTRUCTION #2.b - reverse side of this form) \$ \_\_\_\_\_. Row 3: TOTAL DEDUCTIONS (Line A plus Line B) \$ \_\_\_\_\_. Row 4: ASSESSABLE RENTS (Line 1 minus Line 3) \$ \_\_\_\_\_. Row 5: PERCENTAGE RATE CALCULATION (2% Of Line 4) \$ \_\_\_\_\_. Row 6: LATE PENALTIES (10%) (See INSTRUCTION #6 - reverse side of this form) \$ \_\_\_\_\_. Row 7: INTEREST CHARGE (1.5% Per Month) (See INSTRUCTION #6 - reverse side of this form) \$ \_\_\_\_\_. Row 8: TOTAL AMOUNT DUE (Sum of Lines 5 through 7) \$ \_\_\_\_\_.

I, authorized agent of the hotel/motel, declare under the penalty of perjury, that the foregoing statements are true, correct, and complete to the best of my knowledge and belief.

SIGNATURE \_\_\_\_\_

TITLE \_\_\_\_\_

DATE \_\_\_\_\_

PRINT NAME \_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_

EXT. # \_\_\_\_\_

Mail statement and payment to: City of Santa Ana, Tourism Marketing District Assessment, M-15, PO Box 1964, Santa Ana, CA 92701-1964. For general questions regarding this form, call: (714) 647-5448. Questions regarding the Santa Ana Tourism Marketing District Assessment should be directed to : (714) 647-5355.



CITY OF SANTA ANA

CITY OF SANTA ANA  
20 CIVIC CENTER PLAZA - PO BOX 1964, M-15  
SANTA ANA, CALIFORNIA 92701-1964  
PHONE NUMBER (714) 647-5448

SANTA ANA TOURISM MARKETING DISTRICT ASSESSMENT

ACCOUNT NUMBER:  
HOTEL/MOTEL NAME:  
PROPERTY ADDRESS:  
REPORTING PERIOD:  
DUE DATE:

PAID AMT (LINE 8 ABOVE):

COUPON MUST ACCOMPANY PAYMENT

**INSTRUCTIONS**

- A. Enter TOTAL NUMBER OF HOTEL/MOTEL ROOMS.
- B. Enter TOTAL NUMBER OF ROOMS WITH PERMANENT RESIDENTS. Permanent residents include guests who have a qualifying rental agreement with a hotel/motel for the purpose of occupying a space for more than 30 consecutive days.
- 1. Enter GROSS RENT FOR ALL ROOMS reflecting collections for occupancy of space, room equipment, in-room services, and other goods and services associated with rental of space. **(Line 1)**
- 2. Enter ALLOWABLE DEDUCTIONS:
  - a. **Permanent Resident Exemption. (Line 2.a)**  
Enter amount of total deduction for gross rent for qualified exempt permanent residents. A guest who has established stay at the hotel for 30 consecutive days in the same space and has intent to continue his/her stay may be considered exempt from this assessment after the 30th day. On the 31st day, the hotel visitor is considered a permanent resident and is exempt for the remainder of stay. Guests with qualifying rental agreements with hotel are considered exempt from the Santa Ana Tourism Marketing District assessment.
  - b. **Government Employee Exemption. (Line 2.b)**  
Enter amount of total deduction for the gross rent for qualified exempt government employees (i.e., government employees who are authorized travel accommodations while on official government business and who's payment for accommodations is made directly to the hotel/motel operator by duly authorized voucher payment from a governmental accounting office). Payment vouchers and supporting documentation must be retained and available for City inspection for four (4) years. Failure to retain payment vouchers (including supporting documentation) will result in disallowance of this deduction.
- 3. Enter TOTAL DEDUCTIONS: Rent from Permanent Residents + Government Employee Exemptions + Other Exemptions. **(Line 3)**
- 4. Compute ASSESSABLE RENTS: Gross Rent For All Rooms - Total Deductions. **(Line 4)**
- 5. Compute PERCENTAGE RATE CALCULATION: 2% x ASSESSABLE RENTS. **(Line 5)**
- 6. Monthly Santa Ana Tourism Marketing District Assessment Reports are due to be filed and assessment remitted on or before the last day of the calendar month following the current monthly reporting period. *(EXAMPLE: The SATMD Assessment Report for the monthly reporting period of August will be due on or before the 30th of September).* Payments received after the due date are delinquent and are subject to penalties and interest charges. PENALTY charges of ten percent (10%) of the assessment due are applied if the monthly reports are not filed and the fees are remitted after the due date. In addition, INTEREST charges of one and a half percent (1.5%) of the assessment due are applied if the monthly reports are not filed and remitted on or before the due date. To calculate penalty and interest charges, complete the worksheet table below:

DELINQUENCY FROM 1 TO 30 DAYS:

TOTAL AMOUNT DUE (See Side 1, Line #5) .....	\$	_____
LATE PENALTY AMOUNT (10%) .....		_____
INTEREST (1.5%) .....		_____
BALANCE .....	\$	_____

DELINQUENCY FROM 31 TO 60 DAYS:

PREVIOUS BALANCE .....	\$	_____
LATE PENALTY AMOUNT (10%) .....		_____
INTEREST ((Previous balance - penalty) * 1.5%) .....		_____
BALANCE .....	\$	_____

DELINQUENCY FROM 61 TO 90 DAYS:

PREVIOUS BALANCE .....	\$	_____
LATE PENALTY AMOUNT (10%) .....		_____
INTEREST ((Previous balance - penalty) * 1.5%) .....		_____
BALANCE .....	\$	_____

DELINQUENCY FROM (91 or more) DAYS:

PREVIOUS BALANCE .....	\$	_____
INTEREST ((Previous balance - penalty) * 1.5%) .....		_____
BALANCE .....	\$	_____

- 7. Enter appropriate PENALTIES. **(Line 6)**
- 8. Enter appropriate INTEREST CHARGES. **(Line 7)**
- 9. Enter total amount due (Percentage Rate Calculation + Late Penalties + Interest Charge). **(Line 8)**
- 10. Return the *Santa Ana Tourism Marketing District Assessment Report* along with check or money order payable to City of Santa Ana. Mail to: City of Santa Ana, Tourism Marketing District Assessment, M-15, PO Box 1964, Santa Ana, CA 92701-1964. For general questions regarding this form, call (714) 647-5448. Questions regarding the Santa Ana Tourism Marketing District Assessment should be directed to: (714) 647-5355.

**Additional Information:**

- A Monthly Santa Ana Tourism Marketing Assessment Report must be filed each month even if no assessment is due.
- Retain all records substantiating this return for four (4) years.
- Report any change in ownership or address *immediately*.