



# HOTEL EXTENDED STAY CONTRACT TRANSMITTAL FORM

## INSTRUCTIONS

Extended stay contracts, as described in Section 2-9-401 of the Irvine Municipal Code, refers to a contractual agreement in which a fixed number of rooms are occupied on a continuous basis in excess of 30 days. Provided that the actual number of rooms occupied varies by less than 20 percent of the contractual number, the gross rents received from such occupancies are not taxable. No occupant shall be exempt from the tax for the initial 30 days of occupancy.

Each hotel operator must complete a "City of Irvine Hotel Extended Stay Contract Transmittal Form" to establish whether any such contracts exist. The Transmittal Form must be completed upon inception of the establishment, the commencement of a new contract, or the termination of an existing contract.

If a hotel has extended stay contracts, then each contract must be listed on the Transmittal Form, and a copy of each contract must be submitted to the City of Irvine. If there are no such contracts, respond "NO" to that question on the form. The form should be signed, dated, and returned to the City. Please submit your completed form by mail, fax, or email:

MAIL: City of Irvine  
Attn: Finance/Treasury  
P.O. Box 19575  
Irvine, CA 92623-9575

FAX: Finance/Treasury  
949-724-6030

EMAIL: [COITreasury@cityofirvine.org](mailto:COITreasury@cityofirvine.org)



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ESTABLISHMENT NAME		TRANSIENT OCCUPANCY CERTIFICATE NUMBER	
ADDRESS	CITY	STATE	ZIP

Does your establishment have any extended stay contractual arrangements with businesses that are relevant to City of Irvine Municipal Code Section 2-9-401?  YES  NO If YES, list businesses below and attach copies of contracts.

ESTABLISHMENT NAME (Attach additional pages if necessary)
1.
2.
3.
4.
5.
6.
7.
8.
9.
10.

I declare under penalty of perjury that to the best of my knowledge and belief, the statements made herein are true and correct.

\_\_\_\_\_  
SIGNATURE DATE

\_\_\_\_\_  
TITLE

Submit your completed form by mail, fax, or email:

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