

CITY OF MONTEREY

QUARTERLY REPORT OF ACTUAL GROSS RECEIPTS

Name of business

For the quarter ending: _____

To be completed and additional remittance returned (if any) following the months of March, June, September and December.

<u>Month</u>	<u>Gross Income</u>	x	<u>Pct %</u>	=	<u>Percentage Rent</u>	-	<u>Less Minimum Rent</u>	=	<u>Percentage Rent Due</u> <small>(if negative number, enter 0)</small>
_____	_____	X	_____ %	=	_____	-	_____	=	_____
_____	_____	X	_____ %	=	_____	-	_____	=	_____
_____	_____	X	_____ %	=	_____	-	_____	=	_____

Balance due with this report: \$ _____

By signing below I declare under penalty of perjury under the laws of the State of California, that the foregoing is true and correct and that this form may be delivered by mail, e-mail, or other electronic means with a wet signature, pdf signature, or any electronic signature complying with the U.S. federal ESIGN Act of 2000, California's Uniform Electronic Transactions Act (Cal. Civ. Code 1633.1, et seq.) or other applicable law, and any copy so delivered shall be deemed to be valid and effective for all purposes. The taxes collected must be remitted in full by the due date each month. Sending only the reporting form, without full payment, will not be considered a timely submittal.

Signature: _____
Lessee or Lessee's Principal Agent

Date: _____

This report, including any balance owed, is due in the Revenue Office by the due date per the lease agreement.

PLEASE REMIT TO:

CITY OF MONTEREY
735 PACIFIC ST STE A
MONTEREY CA 93940

(831)646-3944
revenue@monterey.org