

**CITY OF MONTEREY**

**QUARTERLY REPORT OF ACTUAL GROSS RECEIPTS**

\_\_\_\_\_

For the quarter ending: \_\_\_\_\_

<u>Month</u>	<u>Gross Income</u>	<u>Times %</u>	<u>Percentage Rent</u>	<u>Less Minimum Rent</u>	<u>= Percentage Rent Due</u> (If negative number, enter 0)
_____	\$ _____	*% ____	\$ _____	\$ _____	\$ _____
_____	\$ _____	*% ____	\$ _____	\$ _____	\$ _____
_____	\$ _____	*% ____	\$ _____	\$ _____	\$ _____

Balance due with this report \$ \_\_\_\_\_

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

I certify that the above information is a true and accurate report of the total receipts for the periods shown.

Signed \_\_\_\_\_  
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.

Mail To:

CITY OF MONTEREY  
735 PACIFIC ST. SUITE #A  
MONTEREY CA 93940