



Instructions to complete the Transient Occupancy Assessment form

If you do not and have not rented your property since July 1st, 2012:

1. Fill out the form and initial that you do not rent your property.
2. Fill in the certification information on the bottom of the form.
3. Return the form to the RVMA by mail (address listed on form), email (Julia@thecanyonsrvma.com) or by fax (435.655.2588).
4. You will need to do this on a yearly basis (due July 1st) as verification of your non-rental status.

If you currently rent or have rented your property since July 1st, 2012:

1. We are collecting this assessment retroactive only to July 1st, 2012 (the beginning of our fiscal year). Rentals prior to July 1st, 2012 need not be reported on this form.
2. Fill out the form based on the total taxable charges per Line 3 of your Utah Transient Room Tax Return (TC-62T). For all quarters July 1st, 2012 to current quarter (Jan-Mar 2013).
3. The form and full payment must to be returned to the RVMA within 30 days in accordance with your requirements from the Utah State Tax Commission for the filing the TC-62T. The TC-62T is typically submitted on a quarterly or monthly basis to the state. We also require that a copy of the TC-62T accompany your payment and the submittal of the Transient Occupancy Assessment Form.
4. Return the form to the RVMA by mail (address listed on form), email (Julia@thecanyonsrvma.com) or by fax (435.655.2588).

Please see Notice below for explanation and details regarding this assessment.



Notice of the Canyons Resort Village Association, Inc. (RVMA) Transient Occupancy Assessment

Dear RVMA Member,

This is a courtesy notice regarding properties in the Canyons Resort SPA. The Canyons SPA is designated by Summit County as a Specially Planned Area and is subject to a specific Development Agreement. The Canyons Resort Village Management Association (the "RVMA") is the organization responsible for implementation of the Development Agreement through our governing bylaws and Management Agreement.

Under Article 4.5 of The Canyons Resort Village Association Management Agreement (Management Agreement), Transient Occupancy Assessments are due monthly, at the time your Summit County Transient Room Tax is required to be remitted, and are payable within thirty (30) days of the due date. All members are required to contribute 2.5% of all rental revenue collected subject to the Transient Room Tax Ordinance. For some of you this is collected by your property's Homeowners Association, which in turn is paid to us. For others of you who rent your properties privately; this assessment is your responsibility. The 2.5% should be added onto the total rental charge just like a tax, and then submitted to the RVMA per the terms of the Management Agreement.

The RVMA Transient Occupancy Assessment is a primary source of funds for the RVMA to help it meet the transportation, marketing, special events and capital projects requirements of the SPA. In order for us to continue our efforts, it is imperative that our assessments are collected as required by the Management Agreement. It has come to our attention that the RVMA may not be collecting this assessment from all properties because they are being rented in non-traditional ways rather than through a property management company or a rental management company. Please know that all rental income is subject to this assessment, regardless of the method used to rent the property, including if the property is rented through VRBO or another self-rental process.

The RVMA is also obligated to collect any and all annual member assessments per the Management Agreement. If it is determined that a property is in violation of the requirement to pay dues, the RVMA will have no choice but to pursue any and all remedies available to it to collect these amounts, including placing a lien on the delinquent property.

Please remember the RVMA is a not-for-profit organization and the assessments we collect are reinvested into improvements within the SPA. Every property owner within the SPA is bound by the terms of the Management Agreement and must pay their fair share of dues. Your dues pay for transportation, roads, plowing, landscaping, events and other items, all of which are addressed in the Management Agreement. The RVMA operates just like a homeowners association and is the master

association over all properties located within the SPA boundaries. It is not fair for some properties that always pay dues to subsidize the other properties that don't. If everyone contributes their fair share, then all should benefit in a multitude of ways. The RVMA has prepared the attached form to make it easier when our members submit the required transient occupancy assessment, please include it with your payments.

For more information about the RVMA, please go to our new website at www.thecanyonsrvma.com and feel free to contact me with any questions. I can be reached directly at 435-655-2580 or by email at jenniferg@thecanyonsrvma.com.

Kind Regards,

Jennifer Guetschow
Executive Director



The Canyons Resort Village Management Association
Transient Occupancy Assessment Reconciliation Form

Name/Property: _____

For the Month/Quarter Ended: _____

Total Taxable Charges per Line 3, Utah Transient Room Tax Return - Form TC-62T (Attach copy of Form TC-62T):

[\$]

Adjustments to Total Taxable Charges:

1. Revenue included in Total Taxable Charges from business locations located outside of the SPA area (Explain below):

[]

2. Revenue included in Total Taxable Charges not subject to TOA Assessment (Explain below):

[]

3. Other Adjustments (Explain below):

[]

Net Revenue Subject to the Transient Occupancy Assessment

[]
x 2.5%

Transient Occupancy Assessment due for the period

[]

Adjustments from prior returns (Explain below)

[]

Interest/penalty for late filing

[]

Total Amount Due:

[\$]

No Amount Due: I have not and will not rent my unit between July 1, 2012 through June 30th, 2013

[]

(Please initial the box)

Explanations for Adjustments to Total Taxable Charges:

Certification Regarding Transient Occupancy Assessment

The undersigned owner represents and warrants to The Canyons Resort Village Association, Inc. ("Association") that the information set forth in this Certification is true, correct and complete. The undersigned acknowledges that the Association may rely fully on the information set forth in this Certification in determining that I the undersigned owner does not rent my unit for short term use and is not subject to the Transient Occupancy Assessment.

Owner:

Name of Owner: _____

Signature: _____

Print Name/Title: _____

Property/Unit #: _____

Phone #: _____

Date Signed: _____

Name of Owner: _____

Signature: _____

Print Name/Title: _____

Property/Unit #: _____

Phone #: _____

Date Signed: _____

(Each Owner must sign this Certification)

Please return to:

The Canyons Resort Village Association, Inc.

1790 Sun Peak Dr., A-103

Park City, UT 84098

or via email: julia@thecanyonsrvma.com