



New Rental Application

Please read instructions on reverse PRIOR to completion

Mail completed applications to:

Oakland Business Tax Section, 250 Frank H. Ogawa Plaza, Suite 1320, Oakland, CA 94612

Telephone: 510.238.3704

TTY: 510.238.3254

Rental Activity Information:			
1. Ownership Type: <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Corporation* <input type="checkbox"/> Partnership* <input type="checkbox"/> LLP* <input type="checkbox"/> LLC* <input type="checkbox"/> Estate/Trust* <input type="checkbox"/> Non-Profit* — (must have 501c3) <small>*these entities must have a Federal Tax ID Number</small>		<p align="center"><u>CITY OF OAKLAND RENT ADJUSTMENT PROGRAM</u></p> <p align="center">**All residential properties are subject to the City's Rent Adjustment Program Fee, currently <u>\$68.00</u> per rental unit, per year. To obtain the new Rent Adjustment Program Service Fee Application, please visit:</p> <p align="center">http://oaklandnet.com/government/fwwebsite/revenue/pdf/RentProgApp.pdf</p> <p align="center">OR call 510.238.3704</p>	
2. This property is: <input type="checkbox"/> Privately Owned <input type="checkbox"/> Publicly Owned			
3. Rental Start Date: _____/_____/20_____ <small>(the date you first began rental activity)</small>			
4. Assessor's Parcel Number: _____		5. Property Type: <input type="checkbox"/> SFR** <input type="checkbox"/> Duplex** <input type="checkbox"/> Triplex** <input type="checkbox"/> Fourplex** <input type="checkbox"/> Mixed-Use** <input type="checkbox"/> Sublet <input type="checkbox"/> Apartments (5 or more units)** <input type="checkbox"/> Commercial/Industrial <small>**All residential units are subject to the Rent Adjustment Program.</small>	
6. County Use Code: _____	7. Square Footage (According to the Alameda County records: _____ SF	8. Number of Units: (Residential Only): _____	9. Number of Bedrooms: (Residential Only): _____
10. Rental Location: Oakland, CA 946_____			
Contact Information:			
11. Owner Name(s) <small>(must match Alameda County records):</small>			
12. Mailing Name:		Attention:	
Mailing Address:			
13. Federal Tax ID Number* <small>(if Partnership, Corporation, LLC, or LLP):</small>			
Owner Information:			
Business Owner, Partner or Officer Name(s)	Title	Driver's License, State ID or City of Oakland Municipal ID #	Social Security Number
14a.			
14b.			
14c.			
15. Daytime Phone Number: () ()	16. Contact Phone Number: () ()	17. Website Address:	
17. Contact Email(s): _____			
<input type="checkbox"/> CHECK THIS BOX IF YOU WISH TO OPT OUT OF PAPER CORRESPONDENCE – VALID EMAIL IS REQUIRED			
Fees, Penalties, and Interest:			
19. Registration Fee: <small>(\$88.00 Reg. Fee + \$4.00 State Fee + \$2.00 City Technology & Recordation Fee)</small>	<small>Due within 30 days of the Rental Start Date</small>	19.	\$ 94.00
20. Penalty (if paid 31+ days after Start Date):	<small>31-60 days, ADD \$8.80; 61 or more days, ADD \$22.00</small>	20.	\$
21. Interest (if paid 31+ days after Start Date):	<small>(\$88.00 Reg. Fee + Penalty) x 1% Interest (Per Month)</small>	21.	\$
22. Total:	<small>ADD Lines 19-21, make checks payable to "Oakland Business Tax"</small>	Total:	\$
Acknowledgement:			
<i>I declare under penalty of perjury that to my knowledge all information contained on this form is true and complete.</i>			
Signature		Title	_____/_____/20____

ACCT#: _____
SIC: _____
IND. CODE: _____
INITIALS: _____
PAY TYPE: _____
DATE: _____

FOR OFFICE USE ONLY

INSTRUCTIONS FOR COMPLETING THE NEW RENTAL APPLICATION

Register each rental property separately. Complete the Owner & Property information (Lines 1-18):

1. Check the appropriate box that pertains to the ownership type of this property as listed on the Alameda County records. *Note: refer to Item 13.*
 2. Is this property privately owned by you or is it publicly owned? Check the appropriate box.
 3. Enter the date you first began renting, leasing or subletting this property to paying tenant(s).
 4. Enter the Alameda County Assessor's Parcel Number (APN) *(if known to you)*.
 5. Check the appropriate box for the type of property—Residential, Commercial/Industrial, Sublet or Mixed-Use (properties with both residential and commercial units). **Residential properties and units are subject to the City's Residential Rent Adjustment Program (see highlighted area on the front of this Application).**
 6. Enter the Alameda County Use Code *(if known to you)*.
 7. Provide the square footage of the house or building, as per Alameda County records *(if known to you)*.
 8. TOTAL NUMBER OF UNITS—please indicate how many residential units are on this property (including owner- and family-occupied units).
 9. RESIDENTIAL UNITS ONLY – please indicate the total number of bedrooms.
 10. Enter the address of the rental property as shown on your Alameda County property tax bill.
 11. Enter the rental property owner name(s) as shown on your Alameda County property tax bill (you cannot use a DBA name for the property on this form *unless* it is the name on record with Alameda County).
 12. Enter the mailing name and 'Attention' with a street address or PO Box to whom and where renewal forms and correspondence is to be sent.
 13. FEDERAL TAX ID NUMBER—if this rental property is owned by a Partnership, Corporation, LLC or LLP, please include your Federal Tax ID Number.
 14. Please list each property owner's name(s) as shown on the Alameda County property tax bill, along with Driver's License, State ID or City of Oakland Municipal ID Number(s) and Social Security Number(s). If the property is owned by a Corporation, Partnership, LLC/LLP, Estate or Trust, please list each partner's or officer's name(s).
 15. Enter your daytime phone number.
 16. Enter your contact or cell phone number.
 17. If you have a website for your property, please provide it on this line *(optional)*.
 18. Please provide your email address on this line *(optional)*.
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19. **INITIAL REGISTRATION FEE DUE**—*Preprinted* (\$88.00 Business Tax Registration Fee + \$4.00 State Mandated Disability Access and Education Revolving Fund* and \$2.00 City Technology & Recordation Fee). The total registration fee of \$94.00 must be paid at the time you register your rental property with our office. **NOTE: The Registration Fee is non-refundable.**
 20. **PENALTY ON LATE REGISTRATION FEE**—Add \$8.80 penalty if registration fee is paid 30-60 days after the rental start date OR add \$22.00 penalty if registration fee is paid 61 days or more after the rental start date.
 21. **INTEREST ON LATE REGISTRATION FEE**—The interest is calculated at 1% per month on registration fee plus penalty.
 22. **PAYMENT ENCLOSED**—Enter the total registration fee, penalty and interest due (add Lines 19, 20 & 21).
Penalty and interest will be assessed on all late registration fees and/or prior year late tax payments.

CREDIT CARD PAYMENTS—We no longer accept credit cards on the application. If you wish to pay by Visa, Mastercard, Discover or ATM/debit card, you must do so in person in our office.

IMPORTANT TAX RENEWAL INFORMATION:

The \$94.00 payment is a one-time registration fee that is due at the time you begin your rental activity. You are required to file and pay the annual business tax each year on or before March 1. The tax rate is \$13.95 per \$1,000 of your annual gross rental income. It is your responsibility to notify our office if you do not receive the annual renewal declaration and/or to update your account. Once you have discontinued the rental activity and/or sold the rental property, you must notify our office in writing to ensure closure of your account.

\$4.00 STATE-MANDATED FEE*

On Oct 11, 2017, Governor Brown signed into law AB-1379, which adds a State fee of \$4.00 on any applicant for a local business license or similar instrument or permit, or renewal thereof. The purpose is to increase disability access and compliance with construction-related accessibility requirements and to develop education resources for businesses in order to facilitate compliance with federal and state disability laws, as specified.

*Under federal and state law, compliance with disability access laws is a serious and significant responsibility that applies to all California building owners and tenants with buildings open to the public. You may obtain information about your legal obligations and how to comply with disability access laws at the following agencies:

- The Division of the State Architect at www.dgs.ca.gov/dsa/Home.aspx
- The Department of Rehabilitation at www.rehab.cahwnet.gov
- The California Commission on Disability Access at www.cdda.ca.gov

Please be sure to sign and date this form. Remit your payment along with this completed application to:

CITY OF OAKLAND BUSINESS TAX SECTION
250 Frank H. Ogawa Plaza, Suite 1320
Oakland, CA 94612-2011

Hours of Operation:

Monday, Tuesday, Thursday & Friday: 8:00 a.m.—4:00 p.m.
Wednesday: 9:30 a.m.—4:00 p.m.