**CITY OF OAKLAND - FMA, Revenue-Business Tax**
**250 Frank H. Ogawa Plaza, Suite 1320, Oakland, CA 94612**
**Phone: 510-238-3704 TTY: 510-238-3254 Fax: 510-238-7128**
**Website: *www.oaklandnet.com/bustax.html***

# NEW RENTAL APPLICATION

***NOTE:*** *Please read all instructions on the other side before completing this application.*

1. **COUNTY USE CODE:** ____ **ASSESSOR'S PARCEL NO.:**_____ *(as shown on Alameda County records)*
2. **OWNER'S NAME(S):** _____
   *(According to Alameda County Records)*
3. **RENTAL ADDRESS:** _____
   *Number* *Street* *Suite*
   **CITY:** OAKLAND **STATE:** CA **ZIP CODE:** 946
4. **DAYTIME PHONE: (  )** _____ **EXT:** ____ **CONTACT PHONE: (  )**_____ **EXT:**____
5. **RENTAL START DATE:** ____/____/____ *(when you first began renting your property)*
6. **OWNERSHIP TYPE:** _____ *S = Sole Ownership; P = Partnership; C = Corporation; E = Estate; T = Trust; L = LLC or LLP*
7. **FEDERAL TAX ID NUMBER:** _____ *(if property is owned by a Partnership, Corp, Trust, LLC or LLP)*
8. **EMAIL ADDRESS:** _____ **WEBSITE ADDRESS: www.**_____
9. **MAILING NAME:** _____ **ATTENTION:** _____
10. **MAILING ADDRESS:** _____
    *Number* *Street* *Suite*
    **CITY:** _____ **STATE:** _____ **ZIP CODE:** _____

**11. PROPERTY OWNERSHIP INFORMATION (required):**

| Owner(s) Names – First & Last Name(s) and Title (i.e., President, Secretary or Agent for Service) | Social Security Number | Driver's License Number or State ID Number/State |
|---|---|---|
| 11a. | | |
| 11b. | | |
| 11c. | | |

12. **INDICATE TYPE OF PROPERTY:** ☐ **RESIDENTIAL** ☐ **COMMERCIAL/INDUSTRIAL** ☐ **MIXED-USE**

***All residential rental properties are subject to the City's Rent Adjustment Program fee of $30 per rental unit per year. To obtain the New Rent Adjustment Program Service Fee application, please visit their website at:***

http://www.oaklandnet.com/government/fwawebsite/revenue/pdf/RentProgApp.pdf **or call (510) 238-3704.**

13. **REGISTRATION FEE:** *(Due within 30 days of the rental start date)*
    *($60 Business Registration Fee + $1.00 State Mandated Disability Access and Education Revolving Fund:* 13. $ **61.00**
14. **PENALTY** *(Add $6.00 if registration fee is paid 30-60 days after rental start date or add $15.00 if registration fee is paid more than 61 days after rental start date):* 14. $ _____
15. **PAYMENT ENCLOSED:** *Payment of registration fee must be included. (Add Lines 13 & 14):* 15. $ _____

*Please make your check or money order payable to* ***"Oakland Business Tax"****.*

**CREDIT CARD INFORMATION:** ☐ **Visa** ☐ **MasterCard** ☐ **Discover** **Expiration Date:** _____ **MO** _____**YR**

**Credit Card Number**: _____-_____ - _____ - _____ **Amount Charged to this Card: $**_____

**Cardholder's Name** *(print)*: _____**Signature:** _____

*I declare, under penalty of perjury, that to the best of my knowledge, all information contained on this application is true and complete.*

**Signature:** _____ **Title:**_____ **Date:** _____

***Date:*** ***Payment Type:*** ***Initials:*** ***Ind. Code:*** ___ ***SIC:*** ___ ***Acct No.*** ___

## INSTRUCTIONS FOR COMPLETING NEW RENTAL APPLICATION

***NOTE: You must complete a separate registration form for each new rental property.***

1. Enter the Alameda County Assessor's information: County Use Code and Assessor's Parcel Number.
2. Enter the property owner name(s) exactly as it is shown on your Alameda County Property Tax Statement.
3. Enter the rental property address exactly as it is shown on your Alameda County Property Tax Statement.
4. Enter your Daytime Phone Number and Contact/Cell Phone Number.
5. Enter the date when you first began renting your property.
6. Enter the appropriate ownership type – sole ownership, partnership, corporation, estate, trust, LLC or LLP.
7. Enter your Federal Tax ID Number—if the property is owned by a partnership, corporation, estate, trust, LLC or LLP.
8. Enter your Email address and/or Website for your rental property. If you don't have an email or website, please write "None".
9. Enter your mailing name and "Attention" to whom you want business tax information and forms to be sent.
10. Enter your current mailing address where you want business tax information and forms to be sent.
11. List each property owner's name and title, Social Security No. and current Driver's License or State ID information.
12. Check the appropriate box stating the type of your property: Residential, Commercial/Industrial or Mixed-Use (properties with both residential and commercial units).

    **RENT ADJUSTMENT PROGRAM (RAP):** All Residential properties and residential units within Mixed-Use properties must register and pay for the annual RAP Service Fee of $30 per residential rental unit per year. Commercial and industrial properties and commercial units within Mixed-Use properties are not subject to this Fee. The RAP Service Fee application can be obtained at http://www.oaklandnet.com/government/fwawebsite/revenue/pdf/RentProgApp.pdf and must be submitted with this New Rental application and appropriate total payment. The RAP Service Fee and the Business Tax Registration Fee payments must be paid separately.
13. Initial Registration Fee Due—(***Preprinted*** $60 Business Tax Registration Fee + $1.00 State Mandated Disability Access and Education Revolving Fund*). This Fee must be paid at the time you register your rental property with the Business Tax Office.
14. Late Registration Penalty: Add $6.00 if registration fee is paid 30-60 days after rental start date or add $15.00 if registration fee is paid more than 61 days after rental start date.
15. Enter the total registration fee amount due (add Lines 13 & 14).

FOR CREDIT CARD PAYMENTS ONLY: Complete credit card information. Clearly print your credit card information in the spaces provided and sign for authorization. Declined or invalid credit cards may result in a delay in processing your payment. Penalties and interest will be assessed on all late payments.

***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

Hours of Operation: Mon, Tues, Thurs and Fri: 8:00 a.m. – 4:00 p.m., Wed: 9:30 a.m. – 4:00 p.m.

### *IMPORTANT TAX RENEWAL INFORMATION*

***The $60 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 receipts. 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 your rental activity or sold your rental property, you must notify our office in writing to ensure closure of your account.***

REVISED: 11/12/2013

### $1.00 STATE-MANDATED FEE*

On Sept 19, 2012, Governor Brown signed into law SB-1186, which adds a state fee of $1 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 educational 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.ccda.ca.gov