



NEW RENTAL APPLICATION TAX YEAR 20_____

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

Official Use Only:	
Acct#: _____	_____
Industry Code: _____ SIC _____	_____
RAP: <input type="checkbox"/> EXEMPT <input type="checkbox"/> YES <input type="checkbox"/> NO	

1. OWNER'S NAME(S): _____
(According to Alameda County Records)
2. RENTAL ADDRESS: _____
(Number) (Street) (Suite)
3. CITY: OAKLAND STATE: CA ZIP CODE +4 _____
4. DAYTIME PHONE: () _____ EXT: _____ CONTACT PHONE: () _____ EXT: _____
5. RENTAL START DATE: ____ / ____ / ____
6. OWNERSHIP TYPE: _____
S=SOLE OWNERSHIP; P=PARTNERSHIP; C=CORPORATION;
L=LIMITED PARTNERSHIP; E=ESTATE; T=TRUST; X=LLC or LLP
7. EMAIL ADDRESS: _____
8. MAILING NAME: _____ ATTENTION: _____
9. MAILING ADDRESS: _____
(Number) (Street) (Suite)
CITY: _____ STATE: _____ ZIP +4: _____

10. PROPERTY OWNERSHIP REQUIRED		
Owner(s) Names – First & Last Name(s) and Title (i.e., President, Secretary or Agent for Service)	Social Security Number (required)	Driver's License Number and State
1.		
2.		
3.		

11. FEDERAL TAX ID #: _____ (if partnership, corporation or trust)
12. COUNTY USE CODE: _____ ASSESSOR'S PARCEL #: _____ (as shown on Alameda County records)
13. REGISTRATION FEE: (Due within 30 days of the rental start date): 13. \$ 60.00
14. PENALTY (Add \$6.00 if registration fee is paid 30-60 days after business start date or add \$15.00 if registration fee is paid more than 61 days after business 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"

16. CREDIT CARD INFORMATION: Visa MasterCard Discover

Credit Card Number: _____ Expiration Date: _____ MO _____ YR

Amount Charged to This Card: _____ Signature: _____

17. INDICATE TYPE OF PROPERTY: RESIDENTIAL COMMERCIAL / INDUSTRIAL
All residential rental properties are subject to the City's Rent Adjustment Program fee of \$30 per unit per year. To obtain the New Rent Adjustment Program Service Fee Application, please visit their website at: <http://cedaonline.oaklandnet.com/rentadjustmentsite/landlord/index.htm> or call (510) 238-3704.

18. IF THIS PROPERTY WAS SOLD or TRANSFERRED TO YOU, LIST PREVIOUS OWNER'S INFORMATION:

(Name) (Address) (Phone Number)

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: _____

Initials: _____
Payment Type: _____
Date: _____

INSTRUCTIONS FOR COMPLETING NEW RENTAL APPLICATION:

NOTE: You must complete a separate form for each property you are registering.

1. Enter the property owner name(s) according to Alameda County Records.
2. Enter the rental property address as it appears in the Alameda County Tax record.
3. *City and State preprinted.* Enter the appropriate ZIP code.
4. Enter your daytime and contact/cell telephone numbers.
5. Enter the date that you began renting (all or any portion of) your property.
6. Enter appropriate ownership type – *sole ownership, partnership, corporation, LLC or trust.*
7. Enter your email address. ***If you don't have an email address, please write "None".***
8. Enter your mailing name.
9. Enter the current mailing address where you want notices to be sent to you.
10. List each property owners name(s) (as they appear on the Alameda County tax records), title, Social Security Number and current Driver's License or State ID information.
11. Enter your Federal Tax ID Number – *if property ownership is a partnership, corporation or trust.*
12. Enter Alameda County Assessor's Information: County Use Code and Assessor's Parcel Number (if known).
13. Initial Registration Fee Due - *Preprinted.* The Registration Fee must be paid at the time you register your property with this office.
14. Penalty on Registration Fee: **Add \$6.00 if registration fee is paid 30-60 days after business start date or add \$15.00 if registration fee is paid more than 61 days after business start date.**
15. Payment Enclosed: Enter your total registration fee amount due (add Lines 13 & 14).
16. FOR CREDIT CARD PAYMENTS ONLY: Enter all appropriate information. Specify the amount of payment you want to be charged to your credit card.

NOTE: Please print credit card numbers clearly and sign on the signature line for authorization. Failure to complete all necessary information will result in non-credit of your payment.

17. Indicate the type of property (Residential or Commercial/Industrial). Be sure to obtain the Residential Rent Program application if this is a *residential* rental property.
18. If property was sold or transferred to you, provide previous owner's information: Name, Address and Phone Number.

Be sure to sign and date this form. Remit your payment, along with the completed New Rental Tax Application to:

**CITY OF OAKLAND
BUSINESS TAX SECTION
250 FRANK H. OGAWA PLAZA, SUITE 1320
OAKLAND, CA 94612**

Or, fax with credit card information to: (510) 238-7128

Phone Number: (510) 238-3704

City of Oakland E-mail Address: oaklandbusinesstax@oaklandnet.com

Business Tax Website: www.oaklandnet.com/bustax.html

Hours of Operation: Mon – Fri 8:00 a.m. – 4:00 p.m., Wed: 9:30 – 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 renting or leasing out your Oakland property. 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. Once you have discontinued or sold your rental property, it is also your responsibility to notify our office in writing to close your account.