



CITY OF OAKLAND

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250 Frank H. Ogawa Plaza, Suite 1320, Oakland, CA 94612
Phone: (510) 238-3704 TTY: (510) 238-3254
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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:** _____
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 Names(s) & Title (i.e., President, Secretary etc.)	Social Security Number	Driver's License Number or State ID Number/State
11a.		
11b.		
11c.		

12. **A. Indicate Type of Property:**
 Residential Commercial/Industrial Mixed-Use Sublet

B. All residential rental properties are subject to the City's Rent Adjustment Program fee of \$68 per rental unit per year. To download the New Rent Adjustment Program Service Fee application, please visit their website at:
<http://www.oaklandca.gov/documents/rent-adjustment-program-fee-application>

C. BUSINESS IS: PRIVATELY OWNED PUBLICLY OWNED

13. **REGISTRATION FEE:** (Due within 30 days of the business start date)
 (\$88.00 Business Registration Fee + \$4.00 State Mandated Disability Access and Education Revolving Fund and \$3.00 City Recordation & Technology Fee): **13. \$ 95.00**
14. **PENALTY & INTEREST:** Due on all late registration fee payments: Penalty: add \$8.80 if registration fee is paid 30-60 days after business start date or add \$22.00 if registration fee is paid 61 days or more after business start date. Interest: (\$88.00 Registration fee + penalty) x 1% per month: **14. \$ _____**
15. **PAYMENT ENCLOSED:** Add Lines 13 & 14. **Make check payable to "Oakland Business Tax":** **15. \$ _____**

Acct No.: _____
 SIC: _____
 Ind. Code: _____
 Initials: _____
 Payment Type: _____
 Date: _____

I hereby 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

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 the 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 \$68 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.oaklandca.gov/documents/rent-adjustment-program-fee-application> 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 (\$88.00 Business Registration Fee plus \$4.00 State Mandated Disability Access and Education Revolving Fund* and \$3.00 City Recordation & Technology Fee).** The total Registration Fee of \$95.00 must be paid at the time you register your business with this office.
14. **Late Registration Penalty & Interest: Add \$8.80 penalty if registration fee is paid 30-60 days after business start date or add \$22.00 penalty if registration fee is paid more than 61 days after business start date. The interest is calculated at 1% per month on the total of the registration fee plus penalty.**
15. Enter the total registration fee amount due (add Lines 13 & 14).

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 \$95.00 payment is a one-time registration fee that is due at the time you begin your business activity. You are required to file and pay the annual business tax each year on or before March 1. The tax rate varies depending on your business classification. 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 or sold your business you must notify our office in writing to ensure closure of your account.

\$4.00 STATE MANDATED FEE

On September 19, 2012 Governor Brown signed into law SB-1186 which adds a state fee of \$4 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.cahw.net.gov**
- **The California Commission on Disability Access at: www.cdda.ca.gov**