




**City of Oakland VPT**

c/o VPT Administrator  
5627 Telegraph Ave #402  
Oakland, CA 94609

vptsupport@sci-cg.com

 (855) 831-1188

VACANTPROPERTYTAX.OAKLANDCA.GOV

**VACANT PROPERTY TAX ACTIVE CONSTRUCTION EXEMPTION APPLICATION  
CALENDAR YEAR 2022 TAX YEAR 2023-24**

 APPLICATION MUST BE RECEIVED NO LATER THAN 20 DAYS AFTER DATE OF NOTICE OF VACANCY

To qualify for an “active construction” exemption, please complete the following (**see reverse for directions**):

1. Ownership Information:

Last Name	First Name	Middle
Parcel Number	Address	
	Oakland, CA 94_____	

2. To qualify for an “active construction” exemption, meet the following requirement (**see reverse for directions**)

A. The property owner held, for at least fifty (50) days during the 2022 Calendar Year, a valid and active building permit for the subject parcel. (**See reverse for required verification documents**)

3. Issued a notice of vacancy identifying a parcel you own has been identified as vacant for calendar year 2022, and likely subject to the Oakland Vacant Property Tax for tax year 2023-24.

4. I declare under penalty of perjury under the laws of the State of California that I own the parcel for which I am requesting exemption from the Vacant Property Tax; that the reasons stated above are true, and that all information provided herein is true to the best of my knowledge. I understand that if any of the above information is found to be untrue, I may forfeit my eligibility. I further understand that this form may be subject to an audit, verification check, and possible denial of the exemption. I hereby authorize the City of Oakland to verify all the information herein provided.

Owner’s Name	Owner’s Signature	Phone Number	Email	Date
Co-Owner’s Name	Co-Owner’s Signature	Phone Number	Email	Date

## Directions for completing the Active Construction exemption application

Submit completed application (one application per parcel) with supporting documentation via **email to [vpstsupport@sci-com](mailto:vpstsupport@sci-com)** or US mail to the address at the top of the first page.

1. To qualify for the exemption, you must be the owner of the property. Please fill in your last, first and middle name, along with the parcel number and address. Your parcel number can be found on the top right corner of the VPT notice you received by mail. Approved exemptions will receive an exemption for 100% of the Vacant Property Tax levied on the parcel for which an Active Construction exemption application is submitted. Eligible property owners must reapply each tax year.
2. The Oakland Vacant Property Tax Act authorizes an exemption from the Vacant Property Tax for a property owner of a property that is under active construction. **The applicant must include a copy of the active building permit.**
3. Owner and co-owners must complete, sign, date, and provide contact information on their application.

Submission of documents does not guarantee approval. Additional documentation may be requested.

Submit applications and supporting documents via **email to [vpstsupport@sci-cg.com](mailto:vpstsupport@sci-cg.com)** or mail to:

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*Please note the above address is a commercial mail receiving agency and not an office.*

Applicants will be notified with an approval or denial letter no later than July 15 of the applicable property tax year.