



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

[oaklandvpt@sci-cg.com](mailto:oaklandvpt@sci-cg.com)

(855) 831-1188

[oaklandca.gov/topics/vacantpropertytax](http://oaklandca.gov/topics/vacantpropertytax)

**VACANT PROPERTY TAX NON-PROFIT ORGANIZATION EXEMPTION APPLICATION  
 CALENDAR YEAR 2019 TAX YEAR 2020-21**

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

To qualify for a “non-profit organization” exemption, please complete the following (**see reverse for directions**):

1. Be the owner of the property.

Last Name	First Name	Middle
Parcel Number	Address	
	Oakland, CA 946 _____	

2. To qualify for a “non-profit organization” exemption, meet the following requirement (**see reverse for directions**)
  - A. The property owner held, for at least one hundred and eighty (180) days during the relevant Calendar Year, a lawfully functioning organization pursuant to Internal Revenue Code section 501(c)(3). (**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 2019, and likely subject to the Oakland Vacant Property Tax for tax year 2020-21.
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 filling out the Non-profit Organization exemption application

Submit completed application (one application per parcel) with supporting documentation via email 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 and hold 501 (c) designation. 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 a Non-profit Organization exemption application is submitted. Eligible property owners must reapply each tax year.
2. The applicant must also include the name of the organization and **must include a copy of the 501(c)(3) Determination or Affirmation Letter from the IRS**. An applicant can request a copy of an affirmation letter to have “proof” of your tax-exempt status.

Contact the IRS Customer Service for nonprofit organizations at 1-877-829-5500 and give them your nonprofit’s name and Employer Identification Number. After an agent determines the organization’s exempt status, ask them to issue an affirmation letter.

3. Be sure to print name, sign, provide contact information and date the application. If a co-owner is listed on the property they must print their name, sign, provide contact information and date the application.

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

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

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

*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.