



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

oaklandvpt@sci-cg.com
 ☎ (855) 831-1188
 oaklandca.gov/topics/vacantpropertytax

VACANT PROPERTY TAX REQUEST FOR REFUND APPLICATION
CALENDAR YEAR 2019 TAX YEAR 2020-21

To request a refund, please complete the following (**see reverse for directions**):

1. Provide owner and property information. The refund request must be made by the owner of the property:

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

2. Request for refund applications cannot be processed unless the applicant completes **ALL** of the following requirements: (**See reverse for directions**)
 - A. Provide proof that the vacant property tax has been paid for the subject parcel for fiscal year 2020-21. (**See reverse for required verification documents**)
 - B. Provide a **detailed** explanation including verification documentation, for why the owner did not submit the Petition of Vacancy or Exemption application within 20 days, as required by Oakland Municipal Code section 4.56.100(B), after receiving the Initial Notice of Vacancy and 2nd Notice. (**See reverse for required verification documents**)
 - C. Complete a Petition of Vacancy demonstrating that the property was in use pursuant to Section 4.56.080 and/or a Request for Exemption demonstrating entitlement to an exemption pursuant to Section 4.56.090. (**See reverse for directions**)
3. I declare under penalty of perjury under the laws of the State of California that I own the parcel for which I am requesting a refund of 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 request. I hereby authorize the City of Oakland to verify all the information herein provided.

Owner's Name	Owner's Signature	Phone Number	Email	Date
Owner's Mailing Address		City	State	Zip Code

Co-Owner's Name	Co-Owner's Signature	Phone Number	Email	Date
Co-Owner's Mailing Address		City	State	Zip Code

Directions for filling out the Request for Refund 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 request a refund, 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 Alameda County Secured Property Tax Bill.
2. Provide proof that the Vacant Property Tax for the subject parcel has been paid for FY 2020-21, such as a copy of receipt of payment, or electronic payment confirmation from your bank or mortgage impound account. ***The failure to provide proof of payment will result in the denial of your request for refund.***
3. Provide a **detailed** explanation including supporting documentation, such as proof of hospitalization, for why the owner did not submit the Petition of Vacancy or Exemption application within 20 days after receiving the Initial Notice of Vacancy or the 2nd Notice as required by Oakland Municipal Code section 4.56.100(B). ***The failure to explain why your Petition of Vacancy and/or exemption application was not submitted within 20 days of the Notices of Vacancy will result in the denial of your request for refund.***
4. The applicant must submit a completed Petition of Vacancy including documentation demonstrating that the property was in use pursuant to Oakland Municipal Code Section 4.56.080, and/or an exemption application including documentation demonstrating entitlement to an exemption. The Petition of Vacancy application form and exemption application forms can be accessed at **oaklandca.gov/topics/vacantpropertytax**. The Petition of Vacancy and/or exemption application(s) accompanied by supporting documentation **must** be submitted with this Request for Refund; ***the failure to do so may result in the denial of your request for refund.***
5. 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** 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 within 60 days of submittal of a completed application.