

## RENEWAL INSTRUCTIONS FOR NEWLY REGISTERED RENTAL PROPERTIES

Thank you for registering your new rental property with the City of Oakland Business Tax Office. The Business Tax Certificate (license) will be mailed approximately 4 weeks after the registration payment is posted to your account.

- Tax Rate: \$13.95 per \$1,000 of annual gross rental receipts.
- The Business Tax Certificate expires December 31, 2022.
- 2022 First Year and 2023 Second Year Estimated Tax are both due: January 1 – March 1, 2023. You ***must*** submit your renewal declaration and pay the annual business tax on or before the due date as long as the property is being rented or is available for rent.
- Failure to file your Renewal Declaration by the due date of March 1, 2023 may subject you to a \$50.00 "Failure to File" fee, in addition to penalty and interest.
- Annual Renewal Declarations are sent by the United States Postal Service in December of each year as a courtesy to property owners; our office is ***not*** required to send a renewal notice to you. It is the responsibility of the property owner to file and pay the Business Tax on or before the due date.
- If needed, you may request a 45-day extension to pay your business tax. This extension ***must*** be requested in writing on or before March 1, 2023 and submitted to the Business Tax Office. You cannot request this extension by telephone.
- Once your rental property is sold or the rental activity is permanently discontinued, pay any applicable business tax that may be due. Business tax accounts are ***not*** automatically closed when a rental property is sold or discontinued. You ***must*** submit a written request to cancel your Business Tax Certificate.
- Residential rental property may be subject to the Rent Adjustment Program Service Fee of \$101.00 per unit per year.  
**Reference:** <https://www.oaklandca.gov/topics/services-for-property-owners>