



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

# Submit 2022 income

vptsupport@sci-cg.com  
 (855) 831-1188

VACANTPROPERTYTAX.OAKLANDCA.GOV

## VACANT PROPERTY TAX EXEMPTION APPLICATION FOR VERY LOW INCOME OWNERS 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 a “very low income” exemption, please complete the following (see reverse for directions):

1. Ownership Information:

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

2. Under the column of Income Source below, include all sources of income received in **2022**, including salaries, wages, Social Disability, AFDC, business earnings, etc. Supporting documentation must be submitted.

Resident Name	Age	Relationship	2022 Income Amount	Income Source	Verification Document
		Head of Household			
Total Number of Residents =		Total Income: \$			

3. Have a combined family income from all sources (taxable and non-taxable income) in **2022** not exceeding the levels defined as very low income according to the U.S. Housing Urban Development. Very low income levels for the City of Oakland are shown in the table to the right.

Number in Household	Combined 2022 Household Income
1	\$50,000
2	\$57,150
3	\$64,300
4	\$71,400
5	\$77,150
6	\$82,850
7	\$88,550
8	\$94,250

4. 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.

5. 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 income stated above is the total income for my household, 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 Very Low-Income exemption application

Submit completed application (one application per parcel) with supporting documentation via **email to [vpptsupport@sci-com](mailto:vpptsupport@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 a very low-income exemption application is submitted. Eligible property owners must reapply each tax year.
2. Supporting documentation must be included with your application. **If you file a tax return such as IRS 1040 you must include it with your application to substantiate the above-stated amounts of personal income - for each household member.** If you do not file a tax return, examples of other supporting documentation include Social Security benefit letters, W-2's, rental receipts, or any other income-based documentation to substantiate the above-stated amounts of personal income for EACH household member. All taxable and non-taxable income is included in the combined household income.

Property Tax Year	Income Required
<b>2023/2024</b> 1 <sup>st</sup> Installment Nov 1, 2022 (Due Dec 10, 2023) 2 <sup>nd</sup> Installment Feb 1, 2023 (Due Apr 10, 2024)	<b>2022</b> Income

If submitting individual income tax return, attach a copy of page 1 and 2.

If individual income tax return includes a Schedule 1, attach a copy of Schedule 1.

If a Schedule D is required and included with your income tax return include it.

If Schedule 1 has a value on line 3, attach a copy of Schedule C.

If Schedule 1 has a value on line 5, attach a copy of Schedule E.

Information for No-Income Affidavit:

If a household member is age 18 and over and has no income, a No-Income Affidavit must be included.

If a household member is age 26 or younger and is listed as a dependent on the individual tax return, a No-Income Affidavit does not need to be included.

No-Income Affidavit can be downloaded at:

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

3. From item 2, total the number of residents and total the combined household income to check against the Combined 2022 Household Income table.
4. If you received a notice of vacancy for a specified parcel you own, and your combined household income from all sources for the 2022 calendar year is equal to or less than the "very low-income" limit for the Oakland-Fremont CA HUD Metro FMR Area for a family of such size as defined by HUD, you may be eligible for an exemption from the Vacant Property Tax.
5. 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 **email to [vpptsupport@sci-cg.com](mailto:vpptsupport@sci-cg.com)** or via 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.