



**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 FINANCIAL HARDSHIP EXEMPTION APPLICATION**

**CALENDAR YEAR 2023 TAX YEAR 2024-25**

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

To qualify for a “financial hardship” 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 a “financial hardship” exemption, meet **ONE** of the following requirements (check all that apply) (see reverse for directions)

- A. The owner, for any period of time during the 2023 Calendar Year, was a natural person and a debtor-party in an individual bankruptcy action. (See reverse for required verification documents)
- B. The owner, for any period of time during the 2023 Calendar Year, experienced a significant medical event that kept the Owner from engaging in their normal work or business activities for at least thirty (30) days. (See reverse for required verification documents)
- C. The owner, on or after December 1, 2022, was involuntarily terminated from employment and was unemployed for at least sixty (60) days during the 2023 Calendar Year. (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 2023, and likely subject to the Oakland Vacant Property Tax for tax year 2024-25.

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

Submit completed application with supporting documentation via email or via mail to the address at the top of the page.

## Directions for completing the Financial Hardship 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 a financial hardship 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 for whom the payment of the Oakland Vacant Property Tax would be a financial hardship due to specific factual circumstances. In addition to the sworn statement under penalty of perjury on the front page of this application form, supporting documentation must be included with your application where indicated. Required supporting documentation is listed below:
  - A. Bankruptcy filing showing the owner was a debtor-party in an individual bankruptcy action during the 2023 Calendar Year.
  - B. Medical documentation including hospital documentation or letter from a doctor, showing the owner experienced a significant medical event that kept the owner from engaging in their normal work or business activities for at least thirty (30) days during the 2023 Calendar Year.
  - C. Provide the employer name, address, phone number, and termination letter from the employer that the property owner was involuntarily terminated from employment and was unemployed for at least sixty (60) days during the 2023 Calendar Year.
3. Owner and co-owners\* must complete, sign, date, and provide contact information on their application.

\*Per the O.M.C. section 4.56.010 - For the purposes of applying any exemptions defined in Section 4.56.090. EACH person or entity that owns a portion of the real property must separately demonstrate that they are entitled to an exemption."

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.