



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

Submit 2023 income

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

VACANTPROPERTYTAX.OAKLANDCA.GOV

VACANT PROPERTY TAX EXEMPTION APPLICATION FOR DISABLED OWNER

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 “disability” exemption, please complete the following (see reverse for directions):

1. Ownership Information:

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

2. Must be receiving Supplemental Security Income (“SSI”) for a disability OR Social Security Insurance Benefits (“SSDI”) Disability Income for the relevant Calendar Year. (See reverse for required verification documents)

2. Under the column of Income Source below, include all sources of income received in **2023**, including salaries, wages, SSI/SSDI, AFDC, business earnings, etc. Supporting documentation must be submitted.

Resident Name	Age	Relationship	2023 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 **2023** not exceeding **250%** of the 2012 federal poverty guidelines issued by the U.S. Department of Health and Human Services. 250% of the 2012 federal poverty guidelines are shown in the table to the right.

4. 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.

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.

Number in Household	250% of 2012 Federal Poverty Guidelines Income Limit
1	\$27,925
2	\$37,825
3	\$47,725
4	\$57,625
5	\$67,525
6	\$77,425
7	\$87,325
8	\$97,225

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 Disabled Owner exemption application

Submit completed application (one application per parcel) with supporting documentation via **email to 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 disability exemption application is submitted. Eligible property owners must reapply each tax year.
2. The disability exemption is for property owners who, regardless of age, **(i) receives Supplemental Security Income for a disability or (ii) Social Security Disability Insurance benefits**, regardless of age; and (iii) whose yearly income does not exceed 250 percent of the 2012 federal poverty guidelines issued by the United States Department of Health and Human Services. Supporting documentation must be included with your application. **A copy of the Benefits Verification Letter** must be included can be obtained by calling the Social Security Administration Office at (800)772-1213 or by visiting a local Social Security Administration Office. The letter must state which benefits are being received.
3. 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
2024/2025 1 st Installment Nov 1, 2024 (Due Dec 10, 2024) 2 nd Installment Feb 1, 2025 (Due Apr 10, 2025)	2023 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 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

3. From item 2, total the number of residents and total the combined household income to check against the Combined 2023 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 2023 calendar year is equal to or less than 250 percent of the 2012 federal poverty guidelines according to the U.S. Department of Health and Human Services, 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 via **email to vpptsupport@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.