



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

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

**VACANT PROPERTY TAX REQUEST FOR REFUND APPLICATION  
 CALENDAR YEAR 2023**

(as shown in Secured Property Tax Bill for Tax Year 2024-25)

To file a Request for Refund, please complete the following (**see reverse for directions**):

1. Provide owner and property information. This 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 **EACH** of the following requirements: (**See reverse for directions**)
  - A.  Complete a Petition of Vacancy demonstrating that the property was in use pursuant to Oakland Municipal Code (“OMC”) Section 4.56.080 or complete an Exemption application demonstrating entitlement to an exemption pursuant to OMC Section 4.56.090. (**See reverse for directions**)
  - B.  Provide a **detailed** explanation including verification documentation as to why the owner did not submit the Petition of Vacancy or Exemption application within 20 days, as required by OMC Section 4.56.100(B), after receiving the Initial Notice of Vacancy and 2<sup>nd</sup> Notice. (**See reverse for required verification documents**)
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 for; 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 completing the Request for Refund Application

Submit this completed form and include the Petition of Vacancy or Exemption form (one application per parcel) with supporting documentation via fax, email, or by US mail to the address, shown at the top of the first page.

1. To initiate a request for 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.\*

\*Property Taxes must be paid according to the Alameda County's Due Date to avoid late charges and refunds must be requested no later than 1 year from the payment date of the installment of the Tax Bill.

2. 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, 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](http://oaklandca.gov/topics/vacantpropertytax) or by **contacting the Vacant Property Tax Administrator**. This form must be accompanied by an Exemption or Petition of Vacancy application and supporting documentation; ***the failure to do so may result in the denial of your request for refund.***
3. Provide a **detailed** explanation including supporting documentation, such as proof of hospitalization, as to why the owner(s) 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).
4. Owner(s) must complete, sign, date, and provide contact information on their application.

**DISCLAIMER:** Submission of documents does not guarantee approval.

Additional documentation may be requested, and determinations or other City of Oakland tax records may be subject to audit by the City of Oakland.

Submit applications and supporting documents email, fax, or by US mail to:

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

*Fax # 707-430-4319*

*Email: [vptsupport@sci-cg.com](mailto:vptsupport@sci-cg.com)*

*Please note the above address is a commercial mail receiving agency and not an office.*