

## **FAQ**

### **Owner-Occupied Residential Property Owner Business Tax Refund**

#### **What is Owner-Occupied Residential Property Owner Business Tax Refund?**

Residential property owners who rent or lease rooms in their principal place of residence may qualify for a full to partial exemption from payment of business tax from January 1, 2020, through December 31, 2030.

Pursuant to the Ordinance No. 13579 C.M.S1 adopted on January 21, 2020 and the addition of triplexes included as part of Measure T (2022), a residential landlord who rents or leases up to three (3) rooms in his or her principal place of primary residence, up to two accessory dwelling units (ADUs), or a covered unit in the case of duplexes and triplexes may be eligible to be fully or partially exempt from the payment of business tax for the rental of residential property from January 1, 2020 through December 31, 2030 ("Effective Term").

City Ordinance: [https://library.municode.com/ca/oakland/ordinances/code\\_of\\_ordinances?nodeId=1004746](https://library.municode.com/ca/oakland/ordinances/code_of_ordinances?nodeId=1004746)

#### **How do I qualify for Owner-Occupied the Owner Residential Property Owner Business Tax Refund?**

**AN OWNER MUST MEET ALL THE FOLLOWING QUALIFICATIONS:**

1. Owned and resided at their principal place of residence (house, townhouse, condominium or accessory dwelling unit) for at least one year immediately preceding the application for a full or partial exemption.
2. Received the homeowner property exemption under CA Revenue and Taxation Code Section 218.
3. Total household income from all sources, excluding the income of the renter(s), less than or equal to 150% of Area Median of each tax Income Limits.

Household Size	1	2	3	4	5	6	7	8
150% of Area Median Income	\$167,850	\$191,850	\$215,850	\$237,700	\$258,900	\$278,100	\$297,300	\$316,500

4. Has no ownership interest in any other residential rental property in the City of Oakland.
5. Operate a long-term (31 or more consecutive days) residential rental; short term residential rentals do not qualify (30 consecutive days or less).

#### **Which Owner-Occupied Residential Property Owners may be eligible for full or partial exemption?**

1. An Owner of a single-family house, townhouse or condominium who offers for rent no more than two (2) rooms in said house, townhouse or condominium; or,
2. An Owner of a single-family house, townhouse or condominium who offers for rent three (3) rooms in said house, townhouse or condominium; or,
3. An Owner of a duplex, or a single-family house with one or two accessory dwelling unit(s) (ADUs).

#### **I own a duplex, triplex, fourplex, do I qualify for a Refund and Exemption?**

A duplex and triplex owner that meets all the eligibility criteria and timely submits the necessary documentation, will be awarded a refund for the first tax year and exemptions for subsequent tax years. Fourplex property owners are not currently eligible for this refund.

**Where do I send the Owner-Occupied Residential Property Owner Business Tax Refund Petition?**

City of Oakland  
c/o Revenue Audit Unit  
150 Frank H. Ogawa Plaza, Suite 5342  
Oakland, CA 94612

**Can I email the Owner-Occupied Residential Property Owner Business Tax Refund Petition and supporting documents?**

Yes, please email to [TaxRefundRequest@OaklandCa.gov](mailto:TaxRefundRequest@OaklandCa.gov)

**How do I return my Owner-Occupied Residential Property Owner Business Tax Refund Petition when the office is closed for the Covid-19 response?**

You may mail the Petition and supporting documentation to: City of Oakland, c/o Revenue Audit Unit, 150 Frank H. Ogawa Plaza, Suite 5342, Oakland, CA 94612 **OR** email it to [TaxRefundRequest@OaklandCa.gov](mailto:TaxRefundRequest@OaklandCa.gov)

**How Do I check the status of my Owner-Occupied Residential Property Owner Business Tax Refund?**

Contact: 510 238-3084 or [Audit@Oaklandca.gov](mailto:Audit@Oaklandca.gov)

**What if I receive a document request letter?**

Please send in the requested documents by the specified deadline.

**Do any organizations qualify for a Refund or an Exemption?**

No, only homeowner owned and resided at their principal place of residence (house, townhouse, condominium or accessory dwelling unit) for at least one year immediately preceding the application for a full or partial exemption may qualify.

**What is a “Covered Unit” as defined by Oakland Municipal Code section 8.22.020?**

A “Covered Unit” means any dwelling unit, including joint living and work quarters, and all housing services located in Oakland and used or occupied in consideration of payment of rent with the exception of those units designated in Section 8.22.030 A. as exempt.

**How are the Income Levels determined?**

Income Levels are determined by the Department of U.S. Housing and Urban Development, more information can be found at: <https://www.huduser.gov/portal/datasets/il.html>.

**What is the difference between a Refund and an Exemption? How are the funds awarded?**

A “Refund” is a payment to reimburse for overpaid taxes. An “Exemption” is a reduction allowed to reduce the amount of tax that would otherwise be charged. For those Owners that establish eligibility and remain eligible, full or partial refunds will be awarded for the first tax year (2020) and full or partial exemptions will be awarded in subsequent tax years (2021-2030) for the Effective Term.

**Do Owners apply for both a Refund and an Exemption?**

Yes. The first year (2020), eligible Owners apply for a refund of business taxes paid. For the subsequent tax years (2021-2030), on or before March 1, Owners are to use the City-issued annual renewal notice to request full or partial exemption of business taxes.

**Do I need to apply for a Refund or an Exemption every year?**

Yes; apply for a refund the first tax year and exemptions in subsequent tax years.

**What is the deadline to file for an Exemption?**

On or before March 1, Owners are to use the City-issued annual renewal notice to request full or partial exemption of business taxes.

**I missed the deadline for an Exemption. What should I do?**

Please submit the Owners Owner-Occupied Residential Property Owner Business Tax Refund Petition and submit supporting documents. You have 1-year (12) months from the date of payment to file a claim for refund.

**What income year documentation is required?**

For eligible Owners, 2019 income year documentation is required. For each subsequent Business Tax year, submit income documentation for the preceding calendar year.

**Do I need to provide documentation to verify my income?**

Yes. Acceptable documentation includes, but is not limited to, Federal Income Tax Returns, W-2 records, 1099 records, Social Security benefit letters, and Income Statements.

**Do I need to submit my Federal Income Tax Returns with my Petition?**

Yes.

**Do I need to submit proof my property tax was paid?**

No.

**How long does it take to receive a refund check?**

A refund is to be issued within 60 days following the receipt of complete documentation.

**What if my Exemption is not approved?**

Contact: 510 238-3084 or [Audit@Oaklandca.gov](mailto:Audit@Oaklandca.gov)

Once an Owner establishes eligibility by receiving a refund for the taxes paid for the first year, the Owner shall be exempt for the remainder of the Effective Term as long as the Owner certifies on or before March 1 on the City-issued annual renewal notice that the owner remains eligible for the full or partial exemption of the business tax.