



## Empty Homes Tax Property-Based Exemption Claim Form

The Empty Homes Tax has two property-based exemptions:

1. Owner-occupied properties that: 1) contain four or fewer residential units (including any accessory dwelling units), and 2) are owned by a natural person or trust that owns no other residential units in the City.
2. Any organization that is exempt from income taxation under Section 501(c)(3) of the Internal Revenue Code of 1986, as amended; and,

Owners with qualifying vacant residential unit(s) should complete and submit this form along with the required supporting documentation by email to [emptyhomes@berkeleyca.gov](mailto:emptyhomes@berkeleyca.gov).

Applicant Name(s):	
Residential Address, including unit#(s):	
Phone:	
Email:	
Exemption Type (choose one):	<input type="checkbox"/> Non-Profit <input type="checkbox"/> Owner Occupied property that has 4 or fewer residential units (including and accessory dwelling units), and that they own no other residential properties in the City of Berkeley, California.

	<b>Required Supporting Documentation, check boxes of attached documentation</b>	
	Owner-Occupied	Non-Profit
Primary Evidence (must submit one)	<input type="checkbox"/> Property Deed <input type="checkbox"/> Property Tax Bill (original bill, including owner's name)	<input type="checkbox"/> IRS Determination Letter <input type="checkbox"/> Form 990 (most recent filing) <input type="checkbox"/> Property Deed or Title
Proof of Residence for owner occupied (must submit three)	<b>Must submit three:</b> <input type="checkbox"/> CA Driver's License or ID <input type="checkbox"/> Credit Card Bill <input type="checkbox"/> Voter Registration	<b>Optional:</b> <input type="checkbox"/> Articles of Incorporation or Organization <input type="checkbox"/> Correspondence and filings with Internal Revenue Service (IRS) and CA Franchise Tax Board (FTB)
Supporting Documentation for non-profit (Optional)	<input type="checkbox"/> Bank Statement <input type="checkbox"/> Utility Bill	

I hereby certify, under penalty of perjury, that the above statements and accompanying verification documentation are true and correct to the best of my knowledge.

\_\_\_\_\_  
 Property Owner/Authorized Agent Signature

\_\_\_\_\_  
 Date

<i>For Office Use Only:</i> Date Received: _____	Reviewer: _____
<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Review date: _____