

Empty Homes Tax Vacancy Exclusion Period Claim Form Instructions

INSTRUCTIONS

1. Berkeley Property Address

Write the complete physical address for the property. Provide the unit number(s) if there is a unit number for the property or if the claim is only specific to one individual unit.

2. Owner and Agent Information

Provide the contact information of the owner and the owner's authorized representative, if applicable. If both an owner and agent are listed, indicate who should receive future notices and correspondence regarding the Empty Homes Tax by checking the appropriate box.

3. Vacancy Exclusion Period Attachment Form

Complete a Vacancy Exclusion Period Claim Attachment for each vacancy exclusion period being claimed and provide the supporting documentation required for each vacancy exclusion period type. All the vacancy exclusion attachment forms can be found online at: rentboard.berkeleyca.gov/vacancy-exclusion-periods.

4. Declaration

The person completing the form should be the property owner or their authorized agent and they must certify under penalty of perjury that all information provided is true and correct to the best of their knowledge.

5. Vacancy Exclusion Period Claim Submittal

The completed Vacancy Exclusion Claim Form, the Claim Attachment Form for each vacancy exclusion period being claimed, and all required supporting documentation must be emailed to emptyhomes@berkeleyca.gov.

VACANCY EXCLUSION PERIOD CLAIM SUPPORTING DOCUMENTATION

Each vacancy exclusion period type has a specific attachment form, which provides details on required supporting information that must be submitted for each of the seven (7) vacancy exclusion period types. Please complete the attachment form and indicate any supporting documentation that you are submitting with your vacancy exclusion period claim(s). All the vacancy exclusion attachment forms can be found online at: rentboard.berkeleyca.gov/vacancy-exclusion-periods.

UNITS THAT ARE NOT VACANT

If a formerly vacant residential unit becomes rented*, the unit's occupancy status should be updated with the Berkeley Rent Board. Most rented residential units are fully or partially covered by the Rent Stabilization Ordinance and must be registered with the Berkeley Rent Board within 60 days from the start of the tenancy. If the residential unit is not rented but is occupied it is likely exempt from rent registration. Even if a unit is not rented owners should make sure that the unit status claimed with the Rent Board is accurate.

*A residential unit is in an occupied status such as rented by a tenant is exempt from the Empty Homes Tax. The unit status can be updated using the online rent registry portal: <https://rentregistry.cityofberkeley.info/>.



BUILDING PERMIT APPLICATION PERIOD CLAIM ATTACHMENT

The Building Permit Application Period is one of seven Vacancy Exclusion Periods for which a vacant unit could be excluded from taxation under the Empty Homes Tax.

<p>1. BUILDING PERMIT APPLICATION PERIOD</p>	<p>Required Information: Building Permit Application(s) Info:</p>	
<p>Description: The period following the date that a building permit application for repair, rehabilitation, or construction to a residential unit is filed with the City through the date the Planning Department or its successor agency grants or denies that application, not to exceed one year.</p>	<p>Residential Unit Addresses with construction work: _____ _____ _____ _____</p>	
<p>If more than one building permit application is filed for the same residential unit, the Building Permit Application Period includes only the period following the date the first application is filed with the City.</p>	<p>City of Berkeley Building Permit Number(s)</p>	<p>Application Date(s)</p>
<p>If an owner also qualifies for the Disaster Period (see Vacancy Exclusion Period 3), the Building Permit Application Period may be extended beyond one year if the owner makes a good faith effort, as determined by the building official, to obtain a building permit.</p>	<p>Description of proposed repair, rehabilitation, or construction work: _____ _____ _____ _____ _____</p>	

HOW TO MAKE A BUILDING PERMIT APPLICATION PERIOD CLAIM

Owners with vacant residential units that qualify for the building permit application period should complete and submit the Vacancy Exclusion Period Claim Form (a copy of this form will also be mailed to owners of any property believed to have vacant units for 182+ day in a calendar year) and a completed copy of this building permit application period claim attachment with the required supporting information. Completed forms must be emailed to emptyhomes@berkeleyca.gov.