



Finance Department  
 Revenue Collection  
 1947 Center Street, 1<sup>st</sup> Floor  
 Berkeley, CA 94704

**2018 BUSINESS LICENSE RENEWAL**  
**RENTAL OF REAL PROPERTY** (Fillable form with auto calculations)

2018 Tax Due: January 1, 2018  
 Penalty & Interest applied starting March 1, 2018

Payment Type: \_\_\_\_\_  
 Ok # \_\_\_\_\_  
 Payment \$ \_\_\_\_\_

**Business License Number\*:** \_\_\_\_\_ **Business Type\*:** \_\_\_\_\_ **Tax Code\*:** \_\_\_\_\_  
**NAICS Code\*:** \_\_\_\_\_ **Location\*:** \_\_\_\_\_

**\*Attention: Information required on this form may be subject to public disclosure**

**1. ADDRESS INFORMATION\*:**

Business Name: \_\_\_\_\_  
 Owner Name(s): \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 City, State Zip: \_\_\_\_\_  
 New Mailing Address (if applicable): \_\_\_\_\_

**2. RENTAL PROPERTY INFORMATION (must match County of Alameda records):**

Rental Address\*: \_\_\_\_\_  
 City\*: BERKELEY State\*: CA Zip Code\*: \_\_\_\_\_  
 Parcel #\*: \_\_\_\_\_  
 # of units on parcel: Commercial: \_\_\_\_\_ Dwelling: \_\_\_\_\_ Residential Rental: \_\_\_\_\_

**3. BUSINESS INFORMATION:**

Business Phone Number\*: \_\_\_\_\_ Emergency Phone: \_\_\_\_\_  
 Number of Employees\*: \_\_\_\_\_ Number of Vehicle Decals: \_\_\_\_\_ (4 max)  
 Date Fiscal Year Ends: \_\_\_\_\_ Email: \_\_\_\_\_  
 Type of Ownership: How do you file Business taxes:  **FEIN**  **SSN**  
 Partnership  Corporation  Sole Owner  LLC/LP FEIN/SSN: \_\_\_\_\_

**4. 2018 RENEWAL TAX DUE:**

A. 2017 Gross Receipts (from this parcel) \$ \_\_\_\_\_  
 B. One or more owners of this property, directly or indirectly,  
 owns five (5) or more **residential rental units** in Berkeley  
 Yes, select 0.02880  No, select 0.01081 x \_\_\_\_\_  
 C. Multiply A and B \$ \_\_\_\_\_  
 D. Exempt Receipts1 ([click here to enter exemptions](#)) D1\$ \_\_\_\_\_ x 0.01799 = \_\_\_\_\_  
 Exempt Receipts2 ([see Section 4: D2](#)) D2\$ \_\_\_\_\_ x 0.02880 = \_\_\_\_\_  
 Total Exemptions (Add lines D1 and D2) \$ \_\_\_\_\_  
 E. Business License Tax (Subtract D from C): \$ \_\_\_\_\_  
 F. Penalty Due (if paying on or after March 1, see reverse): Enter rate, if applicable: \_\_\_\_\_ \$ \_\_\_\_\_  
 G. Subtotal (Add E and F): \$ \_\_\_\_\_  
 H. Interest Due (if paying on or after March 1, see reverse): Enter rate, if applicable: \_\_\_\_\_ \$ \_\_\_\_\_  
 I. State Mandated Disability Access Fee \$ \_\_\_\_\_ 4.00  
 J. TOTAL AMOUNT DUE (Add Lines G-I): \$ \_\_\_\_\_

**5. CLOSING BUSINESS DECLARATION (if applicable):** Complete the entire form within 90 days of closing your business or selling the property and remit payment as noted in the instruction on the back.

Date business closed on/property sold: \_\_\_\_\_ (mm/dd/yyyy)

**Warning:** Providing false information on this form may result in the City pursuing civil and/or criminal penalties, in addition to penalties and interest that may be imposed for underpayment of business license tax under provisions of BMC 9.04.110, 9.04.115, and 9.04.120.

**I declare under penalty of perjury that to the best of my knowledge all the information contained in this statement is true and correct.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

NOTE: If you would like to list all property owners, please write them on a separate page and attach to this form.

Form: FINRC-BL-RTL  
 Revised: 12/17

## INSTRUCTIONS AND EXEMPTIONS WORKSHEET

*The form must be signed and dated for processing, and both sides must be completed and returned.*

**SECTION 1:** Verify the printed mailing information. If your mailing address changed, write the updated information on the provided line.

**SECTION 2:** Verify the printed rental property information. Enter the number of units on the property by type: commercial, dwelling (a building or portion of a building designed for, or occupied exclusively by, persons living as one household), residential rental (a dwelling unit that is rented).

**SECTION 3:** Enter the business' information. Please be advised that the business e-mail address is public information. The City will not use e-mail addresses for any purpose other than that for which it is explicitly provided but will disclose the information if required under law, such as pursuant to third party public record act requests.

**SECTION 4: 2018 RENEWAL TAX DUE**

**Line A:** Enter the business' total gross receipts from this parcel for the previous calendar year.

**Line B:** Indicate whether any owner owns five or more residential rental units in the City of Berkeley, this will determine the business license tax rate.

**Line C:** Multiply A and B.

**Line D:** If no owner owns five or more residential rental units or no exemptions apply, enter 0.

To claim exemptions, enter the exemptions on the appropriate line(s) below. All exemption supporting documentation shall be provided to the City upon request.

**Line D1 (Exempt Receipts1)** are for owners of five or more residential rental units.

• Units owned by a non-profit corporation whose primary purpose is the provision of affordable housing	\$ _____
• Units whose rents are controlled under state or federal law, deed restrictions, or agreements with public agencies, at rental rates that are affordable to households earning no more than 80% of AMI and whose tenants must be income-qualified	\$ _____
• Units subject to rent control that are occupied by a tenant who resided in that unit prior to January 1, 1999	\$ _____
• Units occupied by tenants receiving monthly rental assistance (such as Section 8 voucher or Shelter + Care) from the Berkeley Housing Authority or City of Berkeley	\$ _____
• New units for the first 12 years after the issuance of a certificate of occupancy	\$ _____
• Partial owners who own 3-4 residential rental units on this parcel and no others in the City of Berkeley	\$ _____
• Commercial rental units	\$ _____
• Property owners who received a 1-year hardship exemption due to exceptional circumstances which has been approved by the City Manager	\$ _____
<b>Total Exempt Receipts1</b> (this total will automatically show on <a href="#">line D1 on reverse side</a> )	\$ _____

**Line D2 (Exempt Receipts2)** are for partial parcel owners of one or two residential rental units on this parcel who do not directly or indirectly own five or more residential rental units within Berkeley.

**Line E:** Subtract D from C. If the business license tax is less than \$77, enter that amount as it is the minimum tax due.

**Line F:** If renewing on or after March 1, add a 10% penalty of the business license tax. If renewing on or after April 1, add a 50% penalty of the business license tax.

**Line G:** Add E and F.

**Line H:** If renewing on or after March 1, add 1% simple interest per month from 3/1/18 for every month or fraction thereof until the tax is paid.

**Line I:** This is a State Mandated Fee. Compliance applies to all California building owners and tenants with buildings open to the public.

**Line J:** Add G through I. This is the total amount due. Please make checks payable to City of Berkeley.

**SECTION 5:** Enter the date of closure or the property sale date on the line provided. Calculate the tax due by completing section 4; the State Mandated Fee and minimum tax do not apply.

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