



Property Verification Form

Use this form to verify the status of your property.

- If you own this property and you live there – (the property is **not** a rental), please complete section **A** and include the required documents.
- If your property **has been sold or title has been otherwise transferred**, please complete section **B** and include the required documents.

If it is later determined that you are renting the property and conducting a business, as defined by the Brentwood Municipal Code, you will be required to obtain a business tax certificate (also known as a business license). Any outstanding amounts owed will be considered a debt to the City. Thank you for your prompt response and cooperation.

Please return this form and the required documentation in the enclosed envelope. **Please print clearly.**

A. I, _____ hereby declare and certify that I am
(Print Name)
the owner of _____, Brentwood, CA
(Property Address, Case Number, Parcel Number--as listed on courtesy notice)

and I live in the dwelling unit on the property. If I decide to rent the dwelling unit, I will immediately contact the City of Brentwood to obtain a City of Brentwood Business Tax Certificate.

As verification that I occupy this property, I have attached a copy of my most recent PG&E. or home telephone bill. The bill is in my name (owner) and the service address (property address) is the mailing address.

Signature: _____ Date: _____

Phone: _____

**Definition of rental property: A residential dwelling within the City of Brentwood occupied by or intended for occupancy by a person other than the owner of record as shown on the last equalized tax assessment roll.*

B. I, _____ hereby declare and certify that I am no longer
(Print Name)
the owner of _____, Brentwood, CA
(Property Address, Case Number, Parcel Number --as listed on courtesy notice)
as of _____
(Date of Sale or Transfer)

As verification that I am no longer the owner of this property, I have included proof of sale or proof of title transfer.

Signature: _____ Date: _____

Phone: _____

For information about this form, please call Code Enforcement staff at (925) 516-5405