



150 City Park Way
 Brentwood, CA 94513
 925-516-5480
 Fax 925-516-5435
 E-mail: blmessages@brentwoodca.gov

Please remember to sign the bottom of the application.

* Instructions are on the back.

Please Check One or More:

- NEW APPLICATION
- CHANGE OF OWNER
- CHANGE OF ADDRESS
- CHANGE OF BUSINESS NAME

BUSINESS TAX CERTIFICATE APPLICATION- RENTAL

• OFFICIAL USE ONLY •

PLEASE TYPE OR PRINT CLEARLY- ALL ASTERISKED INFORMATION IS REQUIRED.

1. Business Name* _____
 2. Business Address* _____
 3. Property Owner* _____
 4. Property Address* _____
 (not P.O. Box)* _____
 5. Mailing Address _____
 (if different) _____
 6. Daytime Phone* (____) _____ Contact Phone* (____) _____
 8. Ownership Type:* Corporation Ltd. Liability Corp. Partnership Sole Proprietor Trust
 9. Property Management/Company Name* _____
 10. Address* _____

BUSINESS TAX NO. _____
 BUSINESS TYPE : _____
 RESIDENTIAL LANDLORD _____

7. Start Date in Brentwood _____

Enter names of Owners, Partners, or Corporate Officers. Attach additional page if needed. The City will endeavor to keep the information below confidential, pursuant to Municipal Code 5.04.160 and the Public Records Act, except for Owner Name and Title.

12. Owner Name* _____ 13. Title* _____ 14. Phone* (____) _____
 15. Home Address* _____ 16. Alternate Phone* (____) _____
 17. SSN or Fed ID.* _____ 18. Driver's Lic. No.* _____ 19. Email* _____

20. Enter addresses of additional rental properties (if applicable). Attach a separate page, if necessary.*

a. _____

In case of emergency, please contact:

21. Name* _____ 22. Title* _____ 23. Phone* (____) _____
 24. Address* _____ 25. Cell Phone* (____) _____

PLEASE ENTER YOUR BUSINESS INFORMATION IN THE BOXES TO THE RIGHT

Your Business Tax Certificate fee is based on your Gross Receipts for the prior year. Enter your Gross Receipts in the box to the right. Calculate your tax due from the table below and enter your Tax Due in the next box to the right. For a new business, which has no gross receipt history, the applicant is required to estimate the gross receipts.

Gross Receipts Equal To:	Tax Due Is:
\$000,000 to \$333,333	\$100 (Minimum Tax)
\$333,334 to \$500,000	\$.30 per \$1,000 of Gross Receipts
\$500,001 to \$1,000,000	\$150 + \$.25 per \$1,000 in excess of \$500,000
\$1,000,001 & up	\$275 + \$.15 per \$1,000 in excess of \$1,000,000

26. No. of Employees

27. Gross Receipts* (Estimate if new business) \$

28. Tax Due* \$

29. Application Fee* \$ 4% ,

30. State Mandated Fee (SB1186)** \$ 1.00

31. Total Amount Due (Add lines 28 thru 30)* \$

I declare, under penalty of perjury, that the information in this application is true and correct to the best of my knowledge. I certify that I will operate my business in accordance with all applicable Federal, State and City laws and regulations. I further understand that any false statements made above are grounds for denial or revocation of my business license. The business tax certificate shall be evidence only of the fact that such business tax has been paid. Neither the payment of the business tax nor the possession of the business tax certificate shall authorize, permit, or allow the doing of any act which the person paying or holding such business tax certificate would not otherwise be entitled to do; nor shall it be construed as permission to conduct or carry on a business at any place within the City where the conducting or carrying on of such business is prohibited or fails to comply with the City's zoning, planning, or building regulations, nor shall it be construed as permission to conduct or carry on a business in such a manner as to create or maintain a nuisance. (Municipal Code 5.04.020)

32. Signature of Owner or Representative* _____ Date _____

RETURN SIGNED APPLICATION FORM TO ABOVE ADDRESS AND MAKE CHECK PAYABLE TO "CITY OF BRENTWOOD"

INSTRUCTIONS

For additional information visit our web at <http://www.brentwoodca.gov/start.htm>

1. Enter the Business Name or the Name of the Property Owner
2. Enter the Business Address or the Address of the Rental Property
3. Enter the Property Owners Name as it appears in the Contra Costa County Tax record
4. Enter the Property Address or Rental Property Address as it appears in the Contra Costa County Tax record
5. Enter the Mailing Address (if different)
6. Enter the Daytime and Contact telephone numbers
7. Enter the Date the Rental Began (all or any portion of the property)
8. Enter the Appropriate Ownership Type
9. Enter the Name of the Property Management Company (if applicable)
10. Enter the Address of the Property Management Company
11. Enter the Phone Number of the Property Management Company
12. Enter the Owner's Name
13. Enter the Owner's Title (i.e. CEO, Owner, Partner, etc)
14. Enter the Owner's Phone Number
15. Enter the Owner's Home Address
16. Enter the Owner's Alternate Phone Number
17. Enter the Owner's Social Security Number or Federal Tax I.D. Number
18. Enter the Owner's Driver's License Number
19. Enter the Owner's Email Address
20. Enter the Address of Additional Rental Properties in the City of Brentwood. (If you maintain either a single set or integrated set of books and records for all your properties, you may list them here. If you maintain a separate set of books or records for each of your properties, please submit a separate application for each property.)
21. Enter the Emergency Contact Name
22. Enter the Emergency Contact Title
23. Enter the Emergency Contact Phone Number
24. Enter the Emergency Contact Address
25. Enter the Emergency Contact Cell Phone Number
26. Enter the Number of Employees
27. Enter the Gross Receipts for the prior year. If you are a new business, you are required to estimate gross receipts
For calculating your business tax, please visit the City of Brentwood's Tax Calculator at: <http://www.brentwoodca.gov/gov/finance/license/calculator.asp>
28. Enter the Amount of Tax Due based on the Gross Receipts (#27)
29. Application Fee Due
- ** 30. On September 19, 2012, Governor Brown signed into law SB1186 which adds a state fee of \$1 on any applicant for a local business license. In addition, SB1186 requires the following information to be given:
 "Under federal and state law, compliance with disability access laws is a serious and significant responsibility that applies to all California building owners and tenants with buildings open to the public. You may obtain information about your legal obligations and how to comply with disability access laws at the following agencies:
 The Division of the State Architect at www.dgs.ca.gov/dsa/Home.aspx
 The Department of Rehabilitation at www.rehab.cahwnet.gov
 The California Commission of Disability Access at www.cdda.ca.gov."
31. Enter the Total Amount Due (add #28 thru #30)
32. **Be sure to sign and date the form**

Remit your payment, along with your Business Tax Certificate Application to:

City of Brentwood

150 City Park Way

Brentwood, CA 94513

Or, fax to: **925-516-5435**

Phone Number: **925-516-5480**

City of Brentwood Web Site: www.brentwoodca.gov

City of Brentwood Business Tax Email: blmessages@brentwoodca.gov

Hours of Operation: 8:00-5:00 Monday through Friday

Business Tax Web Site: <http://www.brentwoodca.gov/gov/finance/license/default.asp>