

Finance Department  
 Revenue Collection  
 1947 Center Street, 1st Floor  
 Berkeley, CA 94704

# 2024 BUSINESS LICENSE RENEWAL RENTAL OF REAL PROPERTY

2024 Tax Due: January 1, 2024  
 Penalty & Interest apply starting March 1, 2024

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

# \_\_\_\_\_  
 Print Type: \_\_\_\_\_  
 CK #: \_\_\_\_\_  
 Print \$: \_\_\_\_\_

## 1. ADDRESS INFORMATION\*



\*\*\*AUTO\*\*SCH 5-DIGIT 94702  
 1 2 AV 0.498\*\*\*\*\*1 1 S61926D1667



IVY CLEON R / COLLINS CARTER TRS  
 C/O PATRICIA B COLLINS  
 PO BOX 2082  
 BERKELEY, CA 94702-0082

Business License #*:	BL-020015
Tax Code*:	L
Business Type*:	RENTAL PROPERTY
NAICS Code*:	531110

New Mailing Address (if applicable): \_\_\_\_\_

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

Rental Address\*: 1436 ARCH ST  
 City\*: BERKELEY State\*: CA Zip Code\*: \_\_\_\_\_  
 Parcel #\*: \_\_\_\_\_  
 Identify # 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. 2024 RENEWAL TAX DUE:

A. 2023 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, enter 0.02880  No, enter 0.01081 x \_\_\_\_\_  
 C. Multiply A and B \$ \_\_\_\_\_  
 D. Exempt Receipts1 (see reverse): D1\$ \_\_\_\_\_ x 0.01799 = \_\_\_\_\_  
 Exempt Receipts2 (see reverse): D2\$ \_\_\_\_\_ x 0.02880 = \_\_\_\_\_  
 Total Exemptions (Add lines D1 and D2) \$ \_\_\_\_\_  
 E. Business License Tax (Subtract D from C); minimum tax due is \$77: \$ \_\_\_\_\_  
 F. Penalty 1, 10% of Line E (if paying on or after March 1, see reverse): \$ \_\_\_\_\_  
 G. Subtotal (Add E and F): \$ \_\_\_\_\_  
 H. Interest 1 Due on Line G (if paying on or after 3/1): \_\_\_\_\_% (Line G x%) \$ \_\_\_\_\_  
 I. Penalty 2, 40% of Line E (if paying on or after April 1, see reverse): \$ \_\_\_\_\_  
 J. Penalty 2 Interest Due on Line I (if paying on or after 4/1): \_\_\_\_\_% (Line I x%) \$ \_\_\_\_\_  
 K. State Mandated Disability Access Fee: \$ \_\_\_\_\_ 4.00  
 L. TOTAL AMOUNT DUE (Add Lines G through K): \$ \_\_\_\_\_

## 5. CLOSING BUSINESS DECLARATION (if applicable):

If you closed your business or sold your property, you must complete this section within 90 days of closure. To close your business license, enter the closing date below, complete Section 4 above, and remit payment. The State Mandated Fee and minimum tax do not apply.

Business closed/property sold on: \_\_\_\_\_ (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.



## INSTRUCTIONS

*Please read instructions prior to completing the form. This form must be signed and dated for processing.*

**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 or on the rental market).

**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: 2024 RENEWAL TAX DUE**

**Line A:** Enter the business' total gross receipts from this parcel for 2023.

**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 and proceed to Line E.

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 \$ \_\_\_\_\_
- Total Exempt Receipts1** (enter total on line D1 on reverse side) \$ \_\_\_\_\_

**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 \$77 (minimum tax due).

**Line F:** If renewing on or after March 1, add a 10% 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 starting from March 1 for every month or fraction thereof until the tax is paid. Multiply G x H.

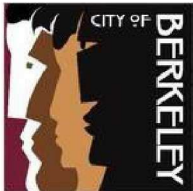
**Line I:** If renewing on or after April 1, add a 40% penalty of the business license tax.

**Line J:** If renewing on or after April 1, add 1% simple interest per month starting from April 1 for every month or fraction thereof until the tax is paid. Multiply I x J.

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

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

**SECTION 5:** If the business closed or the property sold in 2023, enter that date on the line provided. The State Mandated Fee, minimum tax, penalties, and interest do not apply. Please complete Section 3 and remit applicable payment to City of Berkeley.



Finance Department Revenue  
Collection Division  
1947 Center Street, 1st Floor  
Berkeley, CA 94704

# RENEW YOUR BERKELEY BUSINESS LICENSE ONLINE

The online portal is available for the following:

Business Type	Tax Code	Business Type	Tax Code
Administrative Headquarters	Q	Motor Vehicle	V
Business Personal Repair	B	Sales Non-Profit	N
Cannabis	CC	Professional/Semi-Professional	P
Entertainment	E	Rental of Real Property	L
Grocer	G	Retail	R
Manufacturing	M	Wholesale	W

It's as simple as 1-2-3!

- 1 Register for an account  
<https://aca.cityofberkeley.info/businesslicense>
- 2 Link your license
- 3 Renew and pay for your license

For additional details and instructions, go to: <http://bit.ly/46Hq1dl>

For Frequently Asked Questions, go to: <http://bit.ly/3MeC4GW>

Service Fees:

- 2.5% non-refundable service fee for credit/debit transactions
- \$2.25 convenience fee per e-check transaction
- \$20 declined card or returned check fee

Questions?

Contact (510) 981-7205 or [onlinebusinesslicense@berkeleyca.gov](mailto:onlinebusinesslicense@berkeleyca.gov)







## DISABILITY ACCESS REQUIREMENTS AND RESOURCES

### **NOTICE TO APPLICANTS FOR BUSINESS LICENSES AND COMMERCIAL BUILDING PERMITS:**

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:

DEPARTMENT OF  
GENERALSERVICES,  
Division of the State  
Architect, CASp Program

[www.dgs.ca.gov/dsa](http://www.dgs.ca.gov/dsa)

[www.dgs.ca.gov/casp](http://www.dgs.ca.gov/casp)

DEPARTMENT OF  
REHABILITATION  
Disability Access Services

[www.dor.ca.gov](http://www.dor.ca.gov)

[www.dor.ca.gov/home/](http://www.dor.ca.gov/home/)

[disabilityaccessservices](http://www.dor.ca.gov/home/disabilityaccessservices)

DEPARTMENT OF  
GENERALSERVICES,  
California Commission on  
Disability Access

[www.dgs.ca.gov/ccda](http://www.dgs.ca.gov/ccda)

[www.ccda.ca.gov/  
resources](http://www.ccda.ca.gov/resources)

### **CERTIFIED ACCESS SPECIALIST INSPECTION SERVICES**

Compliance with state and federal construction-related accessibility standards ensures that public places are accessible and available to individuals with disabilities. Whether your business is moving into a newly constructed facility or you are planning an alteration to your current facility, by engaging the services of a Certified Access Specialist (CASp) early in this process you will benefit from the advantages of compliance and under the Construction-Related Accessibility Standards Compliance Act (CRASCA, Civil Code 55.51-55.545), also benefit from legal protections.

Although your new facility may have already been permitted and approved by the building department, it is important to obtain CASp inspection services after your move-in because unintended access barriers and violations can be created, for example, placing your furniture and equipment in areas required to be maintained clear of obstructions. For planned alterations, a CASp can provide plan review of your improvement plans and an access compliance evaluation of the public accommodation areas of your facility that may not be part of the alteration.

A CASp is a professional who has been certified by the State of California to have specialized knowledge regarding the applicability of accessibility standards. CASp inspection reports prepared according to CRASCA entitle business and facility owners to specific legal benefits, in the event that a construction-related accessibility claim is filed against them.

To find a CASp, visit [www.apps2.dgs.ca.gov/DSA/casp/casp\\_certified\\_list.aspx](http://www.apps2.dgs.ca.gov/DSA/casp/casp_certified_list.aspx).



## DISABILITY ACCESS REQUIREMENTS AND RESOURCES

### GOVERNMENT TAX CREDITS, TAX DEDUCTIONS AND FINANCING

State and federal programs to assist businesses with access compliance and access expenditures are available:

#### Disabled Access Credit for Eligible Small Businesses

FEDERAL TAX CREDIT—Internal Revenue Code Section 44 provides a federal tax credit for small businesses that incur expenditures for the purpose of providing access to persons with disabilities. For more information, refer to Internal Revenue Service (IRS) Form 8826: Disabled Access Credit at [www.irs.gov](http://www.irs.gov).

STATE TAX CREDIT—Revenue and Taxation Code Sections 17053.42 and 23642 provide a state tax credit similar to the federal Disabled Access Credit, with exceptions. For more information, refer to Franchise Tax Board (FTB) Form 3548: Disabled Access Credit for Eligible Small Businesses at [www.ftb.ca.gov](http://www.ftb.ca.gov).

#### Architectural and Transportation Barrier Removal Deduction

FEDERAL TAX DEDUCTION—Internal Revenue Code Section 190 allows businesses of all sizes to claim an annual deduction for qualified expenses incurred to remove physical, structural and transportation barriers for persons with disabilities. For more information, refer to IRS Publication 535: Business Expenses at [www.irs.gov](http://www.irs.gov).

#### California Capital Access Financing Program

STATE FINANCE OPTION—The California Capital Access Program (CalCAP) Americans with Disabilities Act (CalCAP/ADA) financing program assists small businesses with financing the costs to alter or retrofit existing small business facilities to comply with the requirements of the federal ADA. Learn more at [www.treasurer.ca.gov/cpcf/calcap/](http://www.treasurer.ca.gov/cpcf/calcap/).

### FEDERAL AND STATE LEGAL REQUIREMENTS ON ACCESSIBILITY FOR INDIVIDUALS WITH DISABILITIES

AMERICANS WITH DISABILITIES ACT OF 1990 (ADA) —The ADA is a federal civil rights law that prohibits discrimination against individuals with disabilities, and requires all public accommodations and commercial facilities to be accessible to individuals with disabilities. Learn more at [www.ada.gov](http://www.ada.gov).

CALIFORNIA BUILDING CODE (CBC)—The CBC contains the construction-related accessibility provisions that are the standards for compliant construction. A facility's compliance is based on the version of the CBC in place at the time of construction or alteration. Learn more at [www.dgs.ca.gov/bsc](http://www.dgs.ca.gov/bsc).

# **MANDATORY ADA DISCLOSURE**

**ATTENTION: You may be subject to liability for failure to meet your legal obligation to comply with state and federal disability access laws. The recent issuance or renewal of a business license or equivalent instrument or permit does not mean that your business has been determined to be in compliance with state and federal disability access laws.**

**Please see the attached materials for more information.**

## **Government Code — Section 4469. ENSURING EQUAL ACCESS TO YOUR BUSINESS**

The State of California wants to ensure that all people have equal access to public and private services. Many people with disabilities do not have equal access to services because many business owners do not take the time to ensure that their businesses are accessible. Some common problems disabled people encounter are:

- (1) The building has architectural barriers that make it difficult or impossible for someone using a wheelchair, walker, or other mobility device to get inside or move around.**
- (2) The business uses a website that does not work with screen reading devices and other assistive technology.**
- (3) The business does not allow people with disabilities to enter the building with their service animals.**
- (4) The staff do not receive ADA training and do not know about the requirements to modify practices or to provide auxiliary aids and services.**





**As the operator of a business, it is your responsibility to ensure that your business provides equal access to people with disabilities. Refusing to make your business accessible is discrimination under state and federal law. People with disabilities and the government have the right to sue businesses that discriminate.**

**The best way to protect yourself from a lawsuit is to make your business accessible. Here are some important steps you should take:**

**(1) Schedule an inspection with a Certified Access Specialist. A Certified Access Specialist (CASp) is a person who the State of California recognizes as having specialized knowledge of accessibility standards. They can inspect your business and tell you what changes you need to make for your business to be accessible to disabled people. Getting a CASp inspection has important benefits, like giving you extra protection in a lawsuit.**

**To find a CASp in your area, contact the CASp Program at the Division of the State Architect. You can also visit [www.apps2.dgs.ca.gov/DSA/casp/casp\\_certified\\_list.aspx](http://www.apps2.dgs.ca.gov/DSA/casp/casp_certified_list.aspx). Additionally, you should contact your local government and ask what resources it has to help businesses comply with disability access laws. The State of California makes money available to local governments to create programs that help business owners comply with disability access laws.**

**(2) Learn about accessibility laws from reliable sources. There is a lot of misinformation about accessibility laws. Get information about your rights and responsibilities as a business owner from reliable, trustworthy sources. California has several agencies that provide fact sheets, trainings, and other educational materials about accessibility. In fact, one of these agencies, the California Commission on Disability Access, was created by the Legislature for the purpose of helping businesses comply with accessibility laws. You should contact the following agencies and ask for information on how to comply with accessibility laws:**

**The California Commission on Disability Access: [www.cdda.ca.gov](http://www.cdda.ca.gov)**

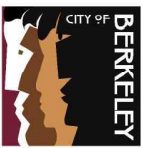
**The Division of the State Architect: [www.dgs.ca.gov](http://www.dgs.ca.gov)**

**The Department of Rehabilitation: [www.dor.ca.gov](http://www.dor.ca.gov)**

**(3) Making your business accessible is good for everyone. It makes your business available to more customers. It also promotes fair and equal access.**

**We thank you for doing your part to help make California a great place for everyone!**





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# 2024 BUSINESS LICENSE RENEWAL RENTAL OF REAL PROPERTY

2024 Tax Due: January 1, 2024  
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# \_\_\_\_\_  
 Print Type: \_\_\_\_\_  
 CK #: \_\_\_\_\_  
 Print \$: \_\_\_\_\_

## 1. ADDRESS INFORMATION\*



\*\*\*AUTO\*\*SCH 5-DIGIT 94702  
 2 2 AV 0.498\*\*\*\*\*2 1 S61926D2281



FENSKE BRIAN  
 BRIAN FENSKE  
 PO BOX 2377  
 BERKELEY, CA 94702-0377

<b>Business License #*:</b>	<b>BL-033190</b>
<b>Tax Code*:</b>	<b>L</b>
<b>Business Type*:</b>	<b>COMMERCIAL RENTAL - PAR</b>
<b>NAICS Code*:</b>	<b>531120</b>

New Mailing Address (if applicable): \_\_\_\_\_

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

Rental Address\*: 2828 EIGHTH ST  
 City\*: BERKELEY State\*: CA Zip Code\*: \_\_\_\_\_  
 Parcel #\*: \_\_\_\_\_  
 Identify # 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. 2024 RENEWAL TAX DUE:

A. 2023 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, enter 0.02880  No, enter 0.01081 x \_\_\_\_\_  
 C. Multiply A and B \$ \_\_\_\_\_  
 D. Exempt Receipts1 (see reverse): D1\$ \_\_\_\_\_ x 0.01799 = \_\_\_\_\_  
 Exempt Receipts2 (see reverse): D2\$ \_\_\_\_\_ x 0.02880 = \_\_\_\_\_  
 Total Exemptions (Add lines D1 and D2) \$ \_\_\_\_\_  
 E. Business License Tax (Subtract D from C); minimum tax due is \$77: \$ \_\_\_\_\_  
 F. Penalty 1, 10% of Line E (if paying on or after March 1, see reverse): \$ \_\_\_\_\_  
 G. Subtotal (Add E and F): \$ \_\_\_\_\_  
 H. Interest 1 Due on Line G (if paying on or after 3/1): \_\_\_\_\_% (Line G x%) \$ \_\_\_\_\_  
 I. Penalty 2, 40% of Line E (if paying on or after April 1, see reverse): \$ \_\_\_\_\_  
 J. Penalty 2 Interest Due on Line I (if paying on or after 4/1): \_\_\_\_\_% (Line I x%) \$ \_\_\_\_\_  
 K. State Mandated Disability Access Fee: \$ \_\_\_\_\_ **4.00**  
 L. TOTAL AMOUNT DUE (Add Lines G through K): \$ \_\_\_\_\_

## 5. CLOSING BUSINESS DECLARATION (if applicable):

If you closed your business or sold your property, you must complete this section within 90 days of closure. To close your business license, enter the closing date below, complete Section 4 above, and remit payment. The State Mandated Fee and minimum tax do not apply.

Business closed/property sold on: \_\_\_\_\_ (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.



## INSTRUCTIONS

*Please read instructions prior to completing the form. This form must be signed and dated for processing.*

**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 or on the rental market).

**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: 2024 RENEWAL TAX DUE**

**Line A:** Enter the business' total gross receipts from this parcel for 2023.

**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 and proceed to Line E.

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 \$ \_\_\_\_\_
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- Total Exempt Receipts1** (enter total on line D1 on reverse side) \$ \_\_\_\_\_

**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 \$77 (minimum tax due).

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

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

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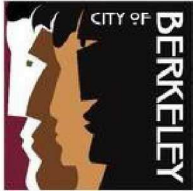
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Business Personal Repair	B	Sales Non-Profit	N
Cannabis	CC	Professional/Semi-Professional	P
Entertainment	E	Rental of Real Property	L
Grocer	G	Retail	R
Manufacturing	M	Wholesale	W

It's as simple as 1-2-3!

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- 2 Link your license
- 3 Renew and pay for your license

For additional details and instructions, go to: <http://bit.ly/46Hq1dl>

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[www.dgs.ca.gov/dsa](http://www.dgs.ca.gov/dsa)

[www.dgs.ca.gov/casp](http://www.dgs.ca.gov/casp)

DEPARTMENT OF  
REHABILITATION  
Disability Access Services

[www.dor.ca.gov](http://www.dor.ca.gov)

[www.dor.ca.gov/home/](http://www.dor.ca.gov/home/)

[disabilityaccessservices](http://www.dor.ca.gov/home/disabilityaccessservices)

DEPARTMENT OF  
GENERALSERVICES,  
California Commission on  
Disability Access

[www.dgs.ca.gov/ccda](http://www.dgs.ca.gov/ccda)

[www.ccda.ca.gov/  
resources](http://www.ccda.ca.gov/resources)

### **CERTIFIED ACCESS SPECIALIST INSPECTION SERVICES**

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To find a CASp, visit [www.apps2.dgs.ca.gov/DSA/casp/casp\\_certified\\_list.aspx](http://www.apps2.dgs.ca.gov/DSA/casp/casp_certified_list.aspx).



## DISABILITY ACCESS REQUIREMENTS AND RESOURCES

### GOVERNMENT TAX CREDITS, TAX DEDUCTIONS AND FINANCING

State and federal programs to assist businesses with access compliance and access expenditures are available:

#### Disabled Access Credit for Eligible Small Businesses

FEDERAL TAX CREDIT—Internal Revenue Code Section 44 provides a federal tax credit for small businesses that incur expenditures for the purpose of providing access to persons with disabilities. For more information, refer to Internal Revenue Service (IRS) Form 8826: Disabled Access Credit at [www.irs.gov](http://www.irs.gov).

STATE TAX CREDIT—Revenue and Taxation Code Sections 17053.42 and 23642 provide a state tax credit similar to the federal Disabled Access Credit, with exceptions. For more information, refer to Franchise Tax Board (FTB) Form 3548: Disabled Access Credit for Eligible Small Businesses at [www.ftb.ca.gov](http://www.ftb.ca.gov).

#### Architectural and Transportation Barrier Removal Deduction

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STATE FINANCE OPTION—The California Capital Access Program (CalCAP) Americans with Disabilities Act (CalCAP/ADA) financing program assists small businesses with financing the costs to alter or retrofit existing small business facilities to comply with the requirements of the federal ADA. Learn more at [www.treasurer.ca.gov/cpcf/calcap/](http://www.treasurer.ca.gov/cpcf/calcap/).

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# **MANDATORY ADA DISCLOSURE**

**ATTENTION: You may be subject to liability for failure to meet your legal obligation to comply with state and federal disability access laws. The recent issuance or renewal of a business license or equivalent instrument or permit does not mean that your business has been determined to be in compliance with state and federal disability access laws.**

**Please see the attached materials for more information.**

## **Government Code — Section 4469. ENSURING EQUAL ACCESS TO YOUR BUSINESS**

The State of California wants to ensure that all people have equal access to public and private services. Many people with disabilities do not have equal access to services because many business owners do not take the time to ensure that their businesses are accessible. Some common problems disabled people encounter are:

- (1) The building has architectural barriers that make it difficult or impossible for someone using a wheelchair, walker, or other mobility device to get inside or move around.**
- (2) The business uses a website that does not work with screen reading devices and other assistive technology.**
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- (4) The staff do not receive ADA training and do not know about the requirements to modify practices or to provide auxiliary aids and services.**



**As the operator of a business, it is your responsibility to ensure that your business provides equal access to people with disabilities. Refusing to make your business accessible is discrimination under state and federal law. People with disabilities and the government have the right to sue businesses that discriminate.**

**The best way to protect yourself from a lawsuit is to make your business accessible. Here are some important steps you should take:**

**(1) Schedule an inspection with a Certified Access Specialist. A Certified Access Specialist (CASp) is a person who the State of California recognizes as having specialized knowledge of accessibility standards. They can inspect your business and tell you what changes you need to make for your business to be accessible to disabled people. Getting a CASp inspection has important benefits, like giving you extra protection in a lawsuit.**

**To find a CASp in your area, contact the CASp Program at the Division of the State Architect. You can also visit [www.apps2.dgs.ca.gov/DSA/casp/casp\\_certified\\_list.aspx](http://www.apps2.dgs.ca.gov/DSA/casp/casp_certified_list.aspx). Additionally, you should contact your local government and ask what resources it has to help businesses comply with disability access laws. The State of California makes money available to local governments to create programs that help business owners comply with disability access laws.**

**(2) Learn about accessibility laws from reliable sources. There is a lot of misinformation about accessibility laws. Get information about your rights and responsibilities as a business owner from reliable, trustworthy sources. California has several agencies that provide fact sheets, trainings, and other educational materials about accessibility. In fact, one of these agencies, the California Commission on Disability Access, was created by the Legislature for the purpose of helping businesses comply with accessibility laws. You should contact the following agencies and ask for information on how to comply with accessibility laws:**

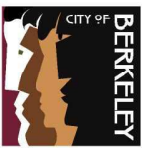
**The California Commission on Disability Access: [www.cdda.ca.gov](http://www.cdda.ca.gov)**

**The Division of the State Architect: [www.dgs.ca.gov](http://www.dgs.ca.gov)**

**The Department of Rehabilitation: [www.dor.ca.gov](http://www.dor.ca.gov)**

**(3) Making your business accessible is good for everyone. It makes your business available to more customers. It also promotes fair and equal access.**

**We thank you for doing your part to help make California a great place for everyone!**



Finance Department  
 Revenue Collection  
 1947 Center Street, 1st Floor  
 Berkeley, CA 94704

# 2024 BUSINESS LICENSE RENEWAL RENTAL OF REAL PROPERTY

2024 Tax Due: January 1, 2024  
 Penalty & Interest apply starting March 1, 2024

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

# \_\_\_\_\_  
 Print Type: \_\_\_\_\_  
 CK #: \_\_\_\_\_  
 Print \$: \_\_\_\_\_

**1. ADDRESS INFORMATION\*:**



\*\*\*AUTO\*\*SCH 5-DIGIT 94702  
 3 2 AV 0.498\*\*\*\*\*3 1 S61926D2127



SACHS HEIDI  
 HEIDI SACHS  
 PO BOX 2459  
 BERKELEY, CA 94702-0459

<b>Business License #*:</b>	<b>BL-031642</b>
<b>Tax Code*:</b>	<b>L</b>
<b>Business Type*:</b>	<b>RENTAL PROPERTY/3 UNITS</b>
<b>NAICS Code*:</b>	<b>531110</b>

New Mailing Address (if applicable): \_\_\_\_\_

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

Rental Address\*: 1359 ASHBY AVE  
 City\*: BERKELEY State\*: CA Zip Code\*: \_\_\_\_\_  
 Parcel #\*: \_\_\_\_\_  
 Identify # 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. 2024 RENEWAL TAX DUE:**

A. 2023 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, enter 0.02880  No, enter 0.01081 x \_\_\_\_\_  
 C. Multiply A and B \$ \_\_\_\_\_  
 D. Exempt Receipts1 (see reverse): D1\$ \_\_\_\_\_ x 0.01799 = \_\_\_\_\_  
 Exempt Receipts2 (see reverse): D2\$ \_\_\_\_\_ x 0.02880 = \_\_\_\_\_  
 Total Exemptions (Add lines D1 and D2) \$ \_\_\_\_\_  
 E. Business License Tax (Subtract D from C); minimum tax due is \$77: \$ \_\_\_\_\_  
 F. Penalty 1, 10% of Line E (if paying on or after March 1, see reverse): \$ \_\_\_\_\_  
 G. Subtotal (Add E and F): \$ \_\_\_\_\_  
 H. Interest 1 Due on Line G (if paying on or after 3/1): \_\_\_\_\_% (Line G x%) \$ \_\_\_\_\_  
 I. Penalty 2, 40% of Line E (if paying on or after April 1, see reverse): \$ \_\_\_\_\_  
 J. Penalty 2 Interest Due on Line I (if paying on or after 4/1): \_\_\_\_\_% (Line I x%) \$ \_\_\_\_\_  
 K. State Mandated Disability Access Fee: \$ \_\_\_\_\_ **4.00**  
 L. TOTAL AMOUNT DUE (Add Lines G through K): \$ \_\_\_\_\_

**5. CLOSING BUSINESS DECLARATION (if applicable):** If you closed your business or sold your property, you must complete this section within 90 days of closure. To close your business license, enter the closing date below, complete Section 4 above, and remit payment. The State Mandated Fee and minimum tax do not apply.

Business closed/property sold on: \_\_\_\_\_ (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.





## INSTRUCTIONS

*Please read instructions prior to completing the form. This form must be signed and dated for processing.*

**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 or on the rental market).

**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: 2024 RENEWAL TAX DUE**

**Line A:** Enter the business' total gross receipts from this parcel for 2023.

**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 and proceed to Line E.

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 \$ \_\_\_\_\_
- Total Exempt Receipts1** (enter total on line D1 on reverse side) \$ \_\_\_\_\_

**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 \$77 (minimum tax due).

**Line F:** If renewing on or after March 1, add a 10% 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 starting from March 1 for every month or fraction thereof until the tax is paid. Multiply G x H.

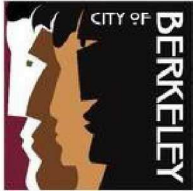
**Line I:** If renewing on or after April 1, add a 40% penalty of the business license tax.

**Line J:** If renewing on or after April 1, add 1% simple interest per month starting from April 1 for every month or fraction thereof until the tax is paid. Multiply I x J.

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

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

**SECTION 5:** If the business closed or the property sold in 2023, enter that date on the line provided. The State Mandated Fee, minimum tax, penalties, and interest do not apply. Please complete Section 3 and remit applicable payment to City of Berkeley.



Finance Department Revenue  
Collection Division  
1947 Center Street, 1st Floor  
Berkeley, CA 94704

# RENEW YOUR BERKELEY BUSINESS LICENSE ONLINE

The online portal is available for the following:

Business Type	Tax Code	Business Type	Tax Code
Administrative Headquarters	Q	Motor Vehicle	V
Business Personal Repair	B	Sales Non-Profit	N
Cannabis	CC	Professional/Semi-Professional	P
Entertainment	E	Rental of Real Property	L
Grocer	G	Retail	R
Manufacturing	M	Wholesale	W

It's as simple as 1-2-3!

- 1 Register for an account  
<https://aca.cityofberkeley.info/businesslicense>
- 2 Link your license
- 3 Renew and pay for your license

For additional details and instructions, go to: <http://bit.ly/46Hq1dl>

For Frequently Asked Questions, go to: <http://bit.ly/3MeC4GW>

Service Fees:

- 2.5% non-refundable service fee for credit/debit transactions
- \$2.25 convenience fee per e-check transaction
- \$20 declined card or returned check fee

Questions?

Contact (510) 981-7205 or [onlinebusinesslicense@berkeleyca.gov](mailto:onlinebusinesslicense@berkeleyca.gov)







## DISABILITY ACCESS REQUIREMENTS AND RESOURCES

### **NOTICE TO APPLICANTS FOR BUSINESS LICENSES AND COMMERCIAL BUILDING PERMITS:**

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:

DEPARTMENT OF  
GENERALSERVICES,  
Division of the State  
Architect, CASp Program

[www.dgs.ca.gov/dsa](http://www.dgs.ca.gov/dsa)

[www.dgs.ca.gov/casp](http://www.dgs.ca.gov/casp)

DEPARTMENT OF  
REHABILITATION  
Disability Access Services

[www.dor.ca.gov](http://www.dor.ca.gov)

[www.dor.ca.gov/home/](http://www.dor.ca.gov/home/)

[disabilityaccessservices](http://www.dor.ca.gov/home/disabilityaccessservices)

DEPARTMENT OF  
GENERALSERVICES,  
California Commission on  
Disability Access

[www.dgs.ca.gov/ccda](http://www.dgs.ca.gov/ccda)

[www.ccda.ca.gov/  
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