

ACCEPTABLE DOCUMENTS TO CLOSE A RESIDENTIAL LANDLORD BUSINESS LICENSE

In order to request your Residential Landlord Business License to be closed, the City requires supporting documentation that the property is no longer a rental. Depending on the reason for closure, please see below for acceptable documents.

If your property has been SOLD, please provide ONE of the following: Recorded Grant Deed Final Settlement/Sellers Statement of sale Closing Disclosure				
If your property is LISTED FOR SALE , please provide the LISTING AGREEMENT from your realtor and the account will be placed on a 90-day hold, if the property is taken off the market and continued to be a rental – the renewal plus any penalties will be due. Once the property has been sold, proof of sale will be required to close account.				
If you have moved back into your property as a primary residence , TWO proofs of residency are required. BOTH documents must show your first and last name and the same mailing address as the property in question.				
Please select TWO different documents:				

Documents must be provided to the Business License Department, by fax to (925) 779-7054 or email to: FinanceBusLic@antiochca.gov, or by mail to:

City of Antioch Attn: Business License Department PO BOX 5007 Antioch, CA 94531-5007

Thank you,

Business License Department





DECLARATION OF NON-RENTAL STATUS

(Form required for each unit owned but not rented)

r further information concerning City of Antioch's business license tax you may view our website at os://www.antiochca.gov/finance-department/business-license/ or call (925) 779-7059.		n request	to the business tax requirement for rental business activity.	
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