



## 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:

- ☐ Mortgage bill
- ☐ Home utility bill
- ☐ Medical documents
- ☐ Employment documents
- ☐ Tax return
- ☐ Change of Address Confirmation by the U.S. Postal Service
- ☐ Bank documents
- ☐ Voter registration confirmation letter
- ☐ California Vehicle Registration

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

• Business License Department • 200 H St • PO Box 5007 • Antioch CA 94531 • Phone: (925) 779-7059 •  
Email: [Financebuslic@antiochca.gov](mailto:Financebuslic@antiochca.gov) •

(Form required for each unit owned but not rented)

You have indicated your property located at \_\_\_\_\_ in Antioch (the "property") should not be subject to the business tax requirement for rental business activity.

Reason requesting exemption: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Do you collect ANY monies for this property? (rent, taxes, utility payments) **Y or N**

Property is currently:

- ☐ Owner Occupied
- ☐ Occupied by Family Member
  - ☐ Name(s) \_\_\_\_\_

- ☐ Relationship to me \_\_\_\_\_

- ☐ Other \_\_\_\_\_

**Return declaration with copies of your income tax returns and all attachments, to verify this property is not a rental, to the above City of Antioch address in the envelope provided within 10 days from the above date of this letter for review and consideration.**

The undersigned, being authorized to make this Application, hereby declares to the best of his knowledge and belief that this is a true, correct, and complete information made pursuant to the Antioch Municipal Code. The undersigned also agrees to abide by all considerations and restrictions imposed under the Antioch Municipal Code. I declare, under penalty of perjury that said property does not generate rental income. I am not collecting rent from the tenant(s) in this home. I understand that before I conduct business by renting the above-named property, collecting rental fees, it will be my responsibility to apply for a City of Antioch business license and pay required taxes and fees. I further understand that if business is being conducted without a business license, such failure to obtain a business license may result in fines or penalties being assessed. At such time that said property becomes a rental, I will apply for a business license and pay required taxes and fees as required by Measure O, approved by voters and Council, effective December 9, 2014.

\_\_\_\_\_  
Signature of owner(s)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed name of owner(s)

\_\_\_\_\_  
Owner's mailing address

\_\_\_\_\_  
E-Mail

\_\_\_\_\_  
Phone

For further information concerning City of Antioch's business license tax you may view our website at <https://www.antiochca.gov/finance-department/business-license/> or call (925) 779-7059.

Sincerely,

*Business License Department*