Submit Unit Exemption Request

Certain units are exempt from the Rent Program Annual Fee. A landlord must submit a Unit Exemption request for any unit at the property that qualifies to be exempt from the Rent Program Annual Fee.

The Unit Exemption applies to the upcoming fiscal year.

The eligible grounds for a Unit Exemption:
- Unit is owner-occupied.
- Unit is vacant and will remain vacant during the upcoming fiscal year.
- Unit is occupied by a 'temporary tenancy' defined in section 6-58.15.TT, Alameda Municipal Code.
- Unit occupant does not pay rent.
- Unit has a commercial use and is not used as a residential rental unit.
- Unit is occupied by a property manager and there is a written agreement with the landlord under which the property manager does not pay the full amount of rent that would otherwise be paid for a comparable rental unit on the property.
- The rent registry has an error in the number of units on this property. This unit does not exist on the property.

Please take note:
1. Applying for a Unit Exemption does not guarantee it will be granted. Staff reviews each submission to determine eligibility.
2. The appropriate documentation must be submitted to substantiate the grounds for the exemption.
3. If you have already submitted a Unit Exemption request, you cannot submit another request for the same unit unless the Unit Exemption request is denied by Alameda Rent Program staff.
4. A landlord may only apply for a Unit Exemption before registration is submitted when the property status is 'Registration Open' or 'Registration Denied'.

Process to apply for a Unit Exemption:

1. Navigate to the Address tab and click on the 'ACTIONS' button for the Unit for which an exemption needs to be submitted.

1524 WILLOW ST ALAMEDA CA 94501

Unit Name	Unit Fee Status	Number of Bedrooms	Base Rent	Start Date of Tenancy	Occupant Type	More
A	Non-Exempt	0	$1,000.00	01/01/00	Tenant	ACTIONS ⌄ 👁
B	Non-Exempt	0	-	-	Manager	ACTIONS ⌄ 👁
C	Non-Exempt	0	-	-	Owner	ACTIONS ⌄ 👁
D	Non-Exempt	0	-	-	Vacant	ACTIONS ⌄ 👁
E	Non-Exempt	0	-	-	Vacant	ACTIONS ⌄ 👁

|◄ ◄ **1** ► ►| 1 - 5 of 5 items

Questions? Contact the Alameda Rent Program at 510-747-7520 or rentprogram@alamedaca.gov

2. The Action Menu will display a drop-down list. Select 'Apply for Exemption'.

1524 WILLOW ST ALAMEDA CA 94501

Unit Name	Unit Fee Status	Number of Bedrooms	Base Rent	Start Date of Tenancy	Occupant Type	More
A	Non-Exempt	0	$1,000.00	01/01/00	Tenant	ACTIONS ∨ 👁
B	Non-Exempt	0	-	-	Manager	ACTIONS ∨ 👁
C	Non-Exempt	0	-	-	Owner	ACTIONS ∨ 👁
D	Non-Exempt	0	-	-	Vacant	👁
E	Non-Exempt	0	-	-	Vacant	👁

Apply for Exemption

Register New Occupant

Buyout Agreement

Capital Improvement Plan

◁◁ ◁ **1** ▷ ▷▷   1 - 5 of 5 items

3. The Apply for Unit Exemption pop-up window will appear. At the top of the pop-up window, the APN, Primary Address, and Unit Address are displayed to verify that the correct Unit was selected for the Unit Exemption application.

Apply for Unit Exemption

APN : 071023402900 | 1524 WILLOW ST ALAMEDA CA 94501
UNIT NUMBER : 1524 WILLOW ST ALAMEDA CA 94501, C

*Instructions :
Certain units are exempt from the Rent Program annual fee. Please submit this form for any unit at the property that qualifies as an exempt unit for the upcoming fiscal year based on the reasons listed below.

Select Reason for Unit Exemption

○ Unit is owner-occupied.

○ Unit is vacant and will remain vacant during the upcoming fiscal year.

○ Unit is rented or leased to transient guest(s) for 30 consecutive days or less.

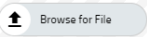○ Unit is occupied by a "temporary tenancy" defined in section 6-58.15.TT, Alameda Municipal Code.

○ Unit occupant does not pay rent.

○ Unit has a commercial use and is not used as a residential rental unit.

○ Unit is occupied by a property manager and there is a written agreement with the landlord under which the property manager does not pay the full amount of rent that would otherwise be paid for a comparable rental unit on the property.

○ The rent registry has an error in the number of units on this property. This unit does not exist on the property.

Upload Document   Document upload will begin when the user clicks the SUBMIT button below.

⬆ Browse for File

CANCEL   SUBMIT

4. Select the Reason for the Unit Exemption application. Only one option may be selected.

Questions? Contact the Alameda Rent Program at 510-747-7520 or rentprogram@alamedaca.gov

Apply for Unit Exemption

Select Reason for Unit Exemption
- ○ Unit is owner-occupied.
- ○ Unit is vacant and will remain vacant during the upcoming fiscal year.
- ○ Unit is rented or leased to transient guest(s) for 30 consecutive days or less.
- ○ Unit is occupied by a "temporary tenancy" defined in section 6-58.15.TT, Alameda Municipal Code.
- ○ Unit occupant does not pay rent.
- ○ Unit has a commercial use and is not used as a residential rental unit.
- ○ Unit is occupied by a property manager and there is a written agreement with the landlord under which the property manager does not pay the full amount of rent that would otherwise be paid for a comparable rental unit on the property.
- ○ The rent registry has an error in the number of units on this property. This unit does not exist on the property.

Upload Document   Document upload will begin when the user clicks the SUBMIT button below.

⬆ Browse for File

0%

If you are unable to upload the document here, please submit the paperwork by email or by mail and indicate the property address.
Email: rentprogram@alamedahsg.org
Mail: Rent Program, 701 Atlantic Ave, Alameda, CA 94501

Enter comment(s)

CANCEL   SUBMIT

5. Once the Reason for the Unit Exemption is selected, instructions will appear above the 'Upload Document' section to explain the required documents that must be submitted to substantiate the grounds for the Unit Exemption.

Apply for Unit Exemption

Select Reason for Unit Exemption
- ● Unit is owner-occupied.
- ○ Unit is vacant and will remain vacant during the upcoming fiscal year.
- ○ Unit is rented or leased to transient guest(s) for 30 consecutive days or less.
- ○ Unit is occupied by a "temporary tenancy" defined in section 6-58.15.TT, Alameda Municipal Code.
- ○ Unit occupant does not pay rent.
- ○ Unit has a commercial use and is not used as a residential rental unit.
- ○ Unit is occupied by a property manager and there is a written agreement with the landlord under which the property manager does not pay the full amount of rent that would otherwise be paid for a comparable rental unit on the property.
- ○ The rent registry has an error in the number of units on this property. This unit does not exist on the property.

Required Documentation
Please submit at least two documents to verify the reason for this exemption:
- A copy of a driver's license, voter registration card, or other government-issued identification showing the address of the unit as the owner's primary residence;
- A bank statement, dated within 90 days of the date of submission, in the name of the owner that shows the address to which the bank statement is sent, or the address associated with the bank statement as the address of the unit;
- A credit card statement, dated within 90 days of the date of submission, in the name of the owner that shows the address to which the credit card statement is sent, or the address associated with the credit card statement as the address of the unit;
- A utility bill, dated within 90 days of the date of submission, in the name of the owner that shows the address to which the utility bill is sent, or the address associated with the utility bill as the address of the unit.

Upload Document   Document upload will begin when the user clicks the SUBMIT button below.

CANCEL   SUBMIT

6. Upload the required documentation. Click on the 'Browse for File' area to select a document(s) from your device to upload.
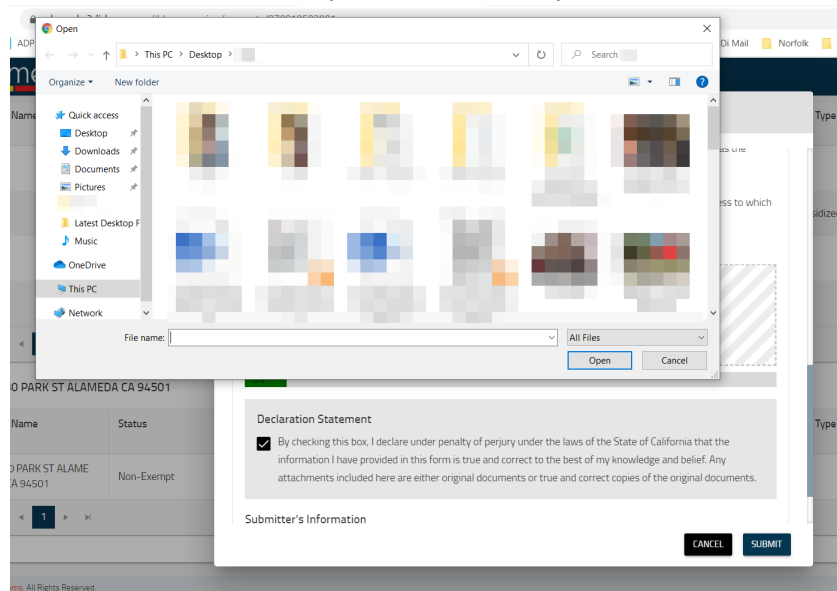
Questions? Contact the Alameda Rent Program at 510-747-7520 or rentprogram@alamedaca.gov

7. Select one or more documents to upload to the Unit Exemption case. Please ensure the uploaded documents meet the Required Documents qualifications.
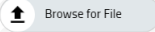

8. Once the appropriate document(s) have been selected and uploaded to the Unit Exemption pop-up window, the document names will be listed below the 'Browse for File' area. There is also an 'X' next to each document name, which allows the user to delete the document if it was uploaded by mistake.

Questions? Contact the Alameda Rent Program at 510-747-7520 or rentprogram@alamedaca.gov

9. Enter comments if you would like to share more information. This is optional.

10. Review all information entered on the Unit Exemption pop-up window. If all data is accurate, complete the Declaration Statement and Submitter's Information sections. Click on the Declaration Statement check box, enter your Full Name, enter your Title from the drop-down list.
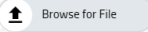

11. Click on the 'SUBMIT' button to submit the Unit Exemption request.

Questions? Contact the Alameda Rent Program at 510-747-7520 or rentprogram@alamedaca.gov

Apply for Unit Exemption

Upload Document

⬆ Browse for File

Cert of Occupancy.jpg ✕

☑ **Declaration Statement**

By checking this box, I declare under penalty of perjury under the laws of the State of California that the information I have provided in this form is true and correct to the best of my knowledge and belief. Any attachments included here are either original documents or true and correct copies of the original documents.

Submitter's Information

Enter Full Name *
John Doe

Select Title *
Owner

CANCEL SUBMIT

12. Once the Unit Exemption request is submitted, the Address tab will display an updated Unit Status titled, 'Applied for Exemption'.

1332 PARK ST ALAMEDA CA 94501

Unit Name	Status	Number of Bedrooms	Base Rent	Current Rent	Start Date of Tenancy	Date of Last Rent Increase	Occupant Type	Action
A	Non-Exempt	2	$2,500.00	$2,500.00	12/01/19	12/01/19	Tenant	MORE ⌄ 👁
B	Non-Exempt	0	-	$1,250.00	05/02/18	12/18/19	Rent Subsidized Tenant	MORE ⌄ 👁
C	Non-Exempt	2	-	-	-	-	Manager	MORE ⌄ 👁
D	Applied for Exemption	3	-	-	-	-	Owner	MORE ⌄ 👁

◄◄ ◄ **1** ► ►◄ 1 - 4 of 4 items

13. The Case History section on the Address tab will update to include the new Unit Exemption case that was submitted. The case status will display 'Pending Review'.

Case History						5 ⌄	Search
Case Id	Created on Entity	Case Type	Created Date	Last Modified	Case Status		Action
UE2019-50073	Unit: D, 1332 PARK ST ALAMEDA CA 94501	Unit Exemption	12-20-2019	12-20-2019	Pending Review		👁
RR2019-49853	APN: 070018502801	Rent Registry	12-19-2019	12-20-2019	Registration Open		👁

◄◄ ◄ **1** ► ►◄ 1 - 2 of 2 items

Questions? Contact the Alameda Rent Program at 510-747-7520 or rentprogram@alamedaca.gov

14. The Alameda Rent Program staff will review the Unit Exemption case submission.

15. If staff approves the Unit Exemption request, the case status will update to 'Approved' in the Case History section. The unit status in the section above will be updated to 'Exempt.'

Unit Name	Status	Number of Bedrooms
A	Non-Exempt	2
B	Non-Exempt	2
C	Exempt	3

Case History						5

Case Id	Created on Entity	Case Type	Created Date	Last Modified	Case Status	
UE2020-60411	Unit: C, 1114 ...	Unit Exemption	01-10-2020	01-10-2020	Approved	

16. If the Staff denies the Unit Exemption request, the case status will update to 'Denied' and the unit status will be updated back to 'Non-Exempt.' Staff will inform the Landlord of the reason the Unit Exemption case was denied.

UE2020-60412	Unit: B, 1114 F. ...	Unit Exemption	01-10-2020	01-10-2020	Denied