

How to Prepare for Rental Property Registration

BACKGROUND

The online Alameda Rent Registry allows Owners and Property Managers to submit rental property information to meet the rent registration requirements set forth in the Alameda Municipal Code, section 6-58.55.

CRITERIA NEEDED FOR REGISTRATION

The information below outlines the criteria needed to complete rental property registration.

Note: If you are attending a Rent Registry Clinic, please bring all the required information to the clinic to submit registration.

Account Set Up	
<input type="checkbox"/> Email access	Required
<input type="checkbox"/> Assessor Parcel Number	Required
<input type="checkbox"/> PIN number provided in Alameda Rent Program "WELCOME" letter	Required

Ownership & Property Information	
<input type="checkbox"/> Owner name, phone, email, and mailing address	Required
<input type="checkbox"/> Owner Type (LLC, Trust, etc.)	Required
<input type="checkbox"/> Month/Year property purchased	Required
<input type="checkbox"/> Property manager name, phone number, email and mailing address	Optional

Rental Unit Information	
<input type="checkbox"/> Tenant name	Required for multi-family properties
<input type="checkbox"/> Tenant phone number and email	Optional
<input type="checkbox"/> Number of bedrooms	Required for all rental properties
<input type="checkbox"/> Start date of tenancy	Required for all rental properties
<input type="checkbox"/> Rent charged on 9/1/19 [Base Rent]	Required for multi-family properties
<input type="checkbox"/> Current rent	Required for all rental properties
<input type="checkbox"/> Date of last rent increase	Required for all rental properties
<input type="checkbox"/> Housing services <u>included</u> with rent	Required for multi-family properties

CRITERIA NEEDED TO REQUEST UNIT OR PROPERTY EXEMPTION

Certain units and properties are not subject to registration or the annual Alameda Rent Program fee. Documentation must be submitted, based on one of the reasons listed below, to have an exemption request reviewed by staff.

An exemption applies to the coming fiscal year, July 1, 2020 – June 30, 2021.

Required Documentation for an Exemption

Reason: Unit is owner-occupied.

Provide at least two of the following documents:

- 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 unit address;
 - 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 unit address;
 - 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.
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Reason: Unit is a primary residence and occupant does not pay rent.

Provide one of the following documents:

- A signed and dated declaration indicating the owner is not charging rent to the occupant;
 - A signed, written agreement between the owner and the occupant specifying that the owner is not charging rent to the occupant.
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Reason: 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.

Provide a copy of the current written agreement between the owner and the property manager to verify the reason for this exemption.

Reason: Unit is vacant

Provide one of the following documents:

- A signed and dated statement indicating that the unit is vacant and specifying how long the owner expects the unit to remain vacant;
 - A utility bill, dated within 90 days of the date of submission, in the name of the owner that shows that no utilities are in use.
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Reason: Unit is a commercial business and is not a residential rental unit.

Provide a copy of the current business license.

Reason: The landlord owns and occupies the rental unit as the landlord's primary residence and shares kitchen or bath facilities with tenant(s).

Please submit a copy of the rental agreement, which verifies shared living spaces.

Reason: The unit displayed in the registry is not associated with the property.

Provide a third party document that indicates the number of units on the property.
