



• FORM RP-221 (A) •  
Rent Registry Initial Registration Form

Contact us if you need translation services or reasonable accommodations due to disabilities.

**PURPOSE**

A landlord may use this form to submit rental property information to meet requirements set forth in the Alameda Municipal Code, section 6-58.55.

**PROCEDURE**

After staff reviews the submission for compliance with the City's Rent Ordinance, staff will determine the Apparent Lawful Rent Ceiling. Annually, staff will provide the determination of the Apparent Lawful Rent Ceiling to Landlords and Tenants. Landlords are to provide documentation to attest unit is rented to a rent-subsidized tenant.

**FOR YOUR INFORMATION**

This form becomes a public record when submitted and is subject to disclosure.

Rental Property Information

1. Assessor Parcel Number (APN): \_\_\_\_\_
2. Rental Property Primary Address: \_\_\_\_\_
3. When was the property purchased: \_\_\_\_\_ / \_\_\_\_\_  
Month / Year
4. Year property was built: \_\_\_\_\_
5. Number of Rental Units: \_\_\_\_\_

Owner Information

6. Name(s): \_\_\_\_\_  
*If the owner is a Trust, LLC, Corporation or Partnership, provide the names(s) of the Trustee(s)/CEO/Managing Partner.*
7. Business Name: \_\_\_\_\_
8. Mailing Address: \_\_\_\_\_
9. Phone: \_\_\_\_\_
10. Email: \_\_\_\_\_

## Owner Information

11. Owner Type (*Select one*):

- Individual
- Married Couple
- Trust, other than a real estate investment trust
- Real estate investment trust as defined in Section 856 of the Internal Revenue Code
- Limited Liability Company (LLC) in which no member is a corporation
- Limited Liability Company (LLC) in which at least one member is a corporation
- Corporation or Partnership

12. Would you like the property manager to receive registration and payment notifications? Yes \_\_\_\_ No \_\_\_\_

13. Would you like to sign-up for program e-newsletters? Yes \_\_\_\_ No \_\_\_\_

## Property Manager Information

14. Name(s): \_\_\_\_\_ 15. Business Name: \_\_\_\_\_

16. Mailing Address: \_\_\_\_\_

17. Phone: \_\_\_\_\_ 18. Email: \_\_\_\_\_

## Unit Registration

### INSTRUCTIONS

For each rental unit, please complete form **RP-221C** "Tenancy Registration", or please submit unit registration online in the Rent Registry once you have received a PIN from program staff. Please also note that an annual registration statement is required under the Rent Ordinance.

## Signature

Declaration: I (we) declare under penalty of perjury under the laws of the State of California that the contents of the foregoing application and all attachments and accompanying documents are true, correct, and complete.

\_\_\_\_\_  
Owner Name (Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner Signature