

City of Alameda Rent Program  
950 W. Mall Square, Room 172  
Alameda, CA 94501



Phone (510) 747-7520  
Email [rentprogram@alamedaca.gov](mailto:rentprogram@alamedaca.gov)  
Web [www.alamedarentprogram.org](http://www.alamedarentprogram.org)

## • FORM RP-221 (D) •

### Request Exemption from Annual Program Fee

The exemption applies to the coming fiscal year (July 1, 2024 – June 30, 2025)

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

#### PURPOSE

A landlord may use this form to submit a request to exempt a unit from the annual program fee for the 2024-2025 financial year.

#### FOR YOUR INFORMATION

Supportive documentation must be submitted along with the completed form.  
This form becomes a public record when submitted and is subject to disclosure.

### Rental Property Information

Rental Unit Address: \_\_\_\_\_

Unit Name/Number: \_\_\_\_\_

Reason for exemption (*Select one*):

- |  |   |
|--|---|
| <input type="checkbox"/> Unit is owner-occupied.   | <input type="checkbox"/> 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. |
| <input type="checkbox"/> Unit occupant does not pay rent.  | <input type="checkbox"/> Unit is vacant and will remain vacant through June 30, 2025.   |
| <input type="checkbox"/> Unit is a commercial business and is not a residential rental unit.             |   |
| <input type="checkbox"/> Unit is rented or leased to transient guest(s) for 30 consecutive days or less. |   |
| <input type="checkbox"/> Unit is Work/Live   |   |

### 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.

This declaration was executed on \_\_\_\_\_, 20\_\_\_\_ at \_\_\_\_\_.

\_\_\_\_\_  
Owner Name

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

\_\_\_\_\_  
Owner Phone

\_\_\_\_\_  
Owner Email

## Required Documentation

Please review the list below and submit documentation to substantiate 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 residence;
- A bank statement, credit card statement or utility statement, dated within 90 days of the date of submission, in the name of the owner that shows the address to which the statement is sent as the unit address.

### **Reason: Unit 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 written agreement between the owner and the occupant specifying that the owner is not charging rent to the occupant.

### **Reason: Unit is a commercial business and is not a residential rental unit.**

Provide one of the following documents:

- A copy of a commercial lease or commercial rental agreement;
- A copy of the current business license.

### **Reason: Unit is rented or leased to transient guest(s) for 30 consecutive days or less**

Provide one of the following documents:

- A copy of a rental agreement indicating the length of occupancy, dated within 90 days of submission
- A copy of a receipt of payment indicating the length of occupancy, dated within 90 days of submission

### **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 owner and property manager.

### **Reason: Unit is vacant and will remain vacant through June 30, 2025.**

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.

### **Reason: Unit is Work/Live**

- A copy of a work/live permit from City of Alameda Planning Department.