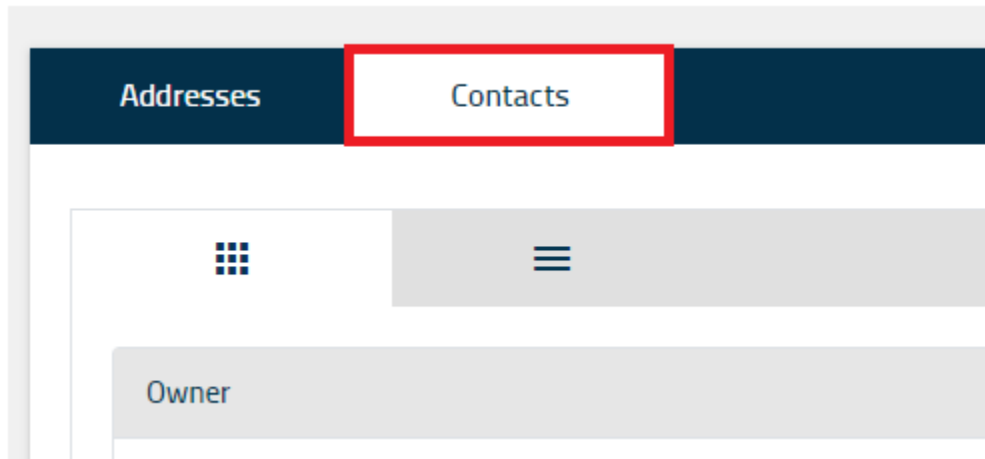


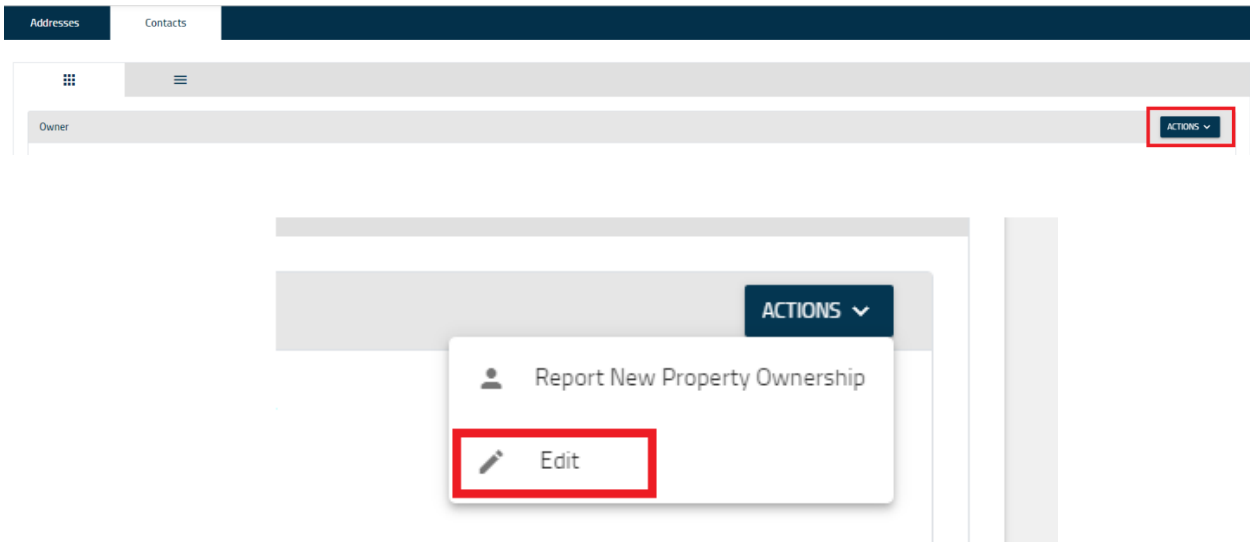
## Update Owner/Property Manager Contact Information

In an effort to have contact information up to date, Landlords may update Owner/Property Manager contact information (i.e., mailing address, phone number) in the Rent Registry by following the steps below.

1. Log in to your account, select the property you would like to update, then Click on the “Contacts” tab as shown below.



2. Under “OWNER” or “PROPERTY MANAGER” click on “ACTIONS,” then select “EDIT”



3. A screen will pop-up. It consists of information that was previously entered. To enter new information, first delete past information and enter new information. Once you’ve finished entering all the information, click on “UPDATE” to register new information. The Contacts tab should show the updated info immediately.

Questions? Contact the Alameda Rent Program at (510) 747-7520 or [rentprogram@alamedaca.gov](mailto:rentprogram@alamedaca.gov).

