

Register Rental Units

This section will describe how to register each Unit at the property.

As a reminder, units will be treated differently based on their Regulation Type (see Regulation Type section for definitions):

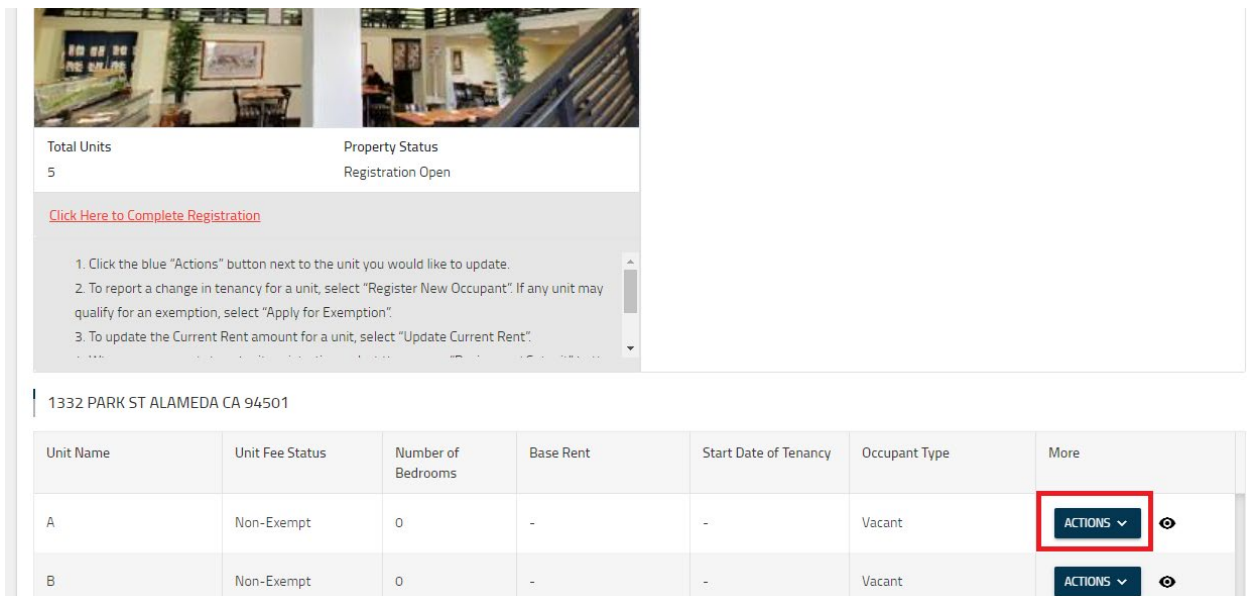
- Fully Regulated – more fields are required when the Occupant Type is a tenant
- Partially Regulated – fewer fields are required when the Occupant Type is a tenant

The instructions and screenshot images below describe the process for adding Unit Details to properties that are Fully Regulated. The process for adding Fully Regulated and Partially Regulated properties is the same; only the required fields will differ.

Registering an Occupant

1. Click on the 'ACTIONS' button for the Unit where a Tenant Occupant needs to be added. The Action Menu for the Unit will appear with a drop-down list of available actions. This action menu will have different menu options depending on property status. When the property status is 'Registration Open' or 'Registration Denied', the Action Menu will display two options: 1) Register New Occupant; 2) Apply for Exemption.

NOTE: The Unit Name cannot be edited. If there is an error in the Unit Name, please contact the Alameda Rent Program and explain the issue.



The screenshot displays a property management dashboard. At the top, there are two photos of a property interior. Below the photos, the following information is shown:



- Total Units: 5
- Property Status: Registration Open

A red link is provided: [Click Here to Complete Registration](#)

Instructions for registration are listed in a scrollable box:

1. Click the blue "Actions" button next to the unit you would like to update.
2. To report a change in tenancy for a unit, select "Register New Occupant". If any unit may qualify for an exemption, select "Apply for Exemption".
3. To update the Current Rent amount for a unit, select "Update Current Rent".

The address is listed as: 1332 PARK 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 | - | - | Vacant | ACTIONS ▾  |
| B | Non-Exempt | 0 | - | - | Vacant | ACTIONS ▾  |

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

2. Select 'Register New Occupant' from the drop-down menu.

1332 PARK 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 | - | - | Vacant | ACTIONS |
| B | Non-Exempt | 0 | - | - | Vacant | Apply for Exemption Register New Occupant Buyout Agreement Capital Improvement Plan |
| C | Non-Exempt | 0 | - | - | Vacant | |
| D | Non-Exempt | 0 | - | - | Vacant | |

3. The Register New Occupant pop-up window will appear. There is a 'Reason of Change' drop-down list and a field for 'Occupant Type'. If the unit has not yet been registered, select "Late Registration" in the drop-down menu.

Register New Occupant

APN : 070018502801 | 1332 PARK ST ALAMEDA CA 94501
UNIT NUMBER : 1332.PARK ST ALAMEDA CA 94501, A

What is the reason for the change in tenancy?
Reason of Change *

What is the new tenant occupant type?
Occupant Type *

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 * Select Title *

CANCEL **SUBMIT**

4. Next, choose the occupant type for the unit. There is an 'Occupant Type' drop-down list and a field for 'Number of Bedrooms'. The Number of Bedrooms will only need to be provided when you first register unless a change happens to the unit size over time.

The screenshot shows the 'Register New Occupant' form. At the top, it displays the APN: 070018502801 | 1332 PARK ST ALAMEDA CA 94501 and UNIT NUMBER: 1332 PARK ST ALAMEDA CA 94501, A. Below this, the question 'What is the reason for the change in tenancy?' is followed by a dropdown menu titled 'Reason of Change *'. The menu is open, showing several options: 'Tenant vacated after receiving a For Cause termination notice', 'Tenant vacated after receiving a No Fault termination notice', 'Tenant vacated after agreeing to a Buyout Offer', 'Unit was not previously occupied by Tenant', and 'Late Registration'. The 'Late Registration' option is highlighted with a red box. Below the dropdown, there is a checkbox for 'correct copies of the original documents.' and a section for 'Submitter's Information' with fields for 'Enter Full Name *' and 'Select Title *'. At the bottom right, there are 'CANCEL' and 'SUBMIT' buttons.

NOTE: If a tenant is a Rent Subsidized Tenant (such as a participant in the Section 8 Housing Choice Voucher Program), please select Rent Subsidized Tenant.

NOTE: If you select the occupant type of Owner, Manager, or Non-Residential Commercial, please submit a unit exemption request. If the unit is vacant and will remain vacant for the entire fiscal year (July 1 – June 30), you may also be eligible for a unit exemption.

The screenshot shows the 'Register New Occupant' form. It displays the same APN and UNIT NUMBER as the previous screenshot. Below the 'Reason of Change' dropdown, the question 'What is the new tenant occupant type?' is followed by a dropdown menu titled 'Occupant Type *'. This dropdown is highlighted with a red box. Below it is a text input field for 'Number of Bedrooms' with a question mark icon, also highlighted with a red box. There is a 'Declaration Statement' section with a checkbox and a text box containing the declaration: '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.' Below this is the 'Submitter's Information' section with 'Enter Full Name *' and 'Select Title *' fields. At the bottom right, there are 'CANCEL' and 'SUBMIT' buttons.

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- In this example, we will submit registration information for a Tenant in a Fully Regulated unit. In the 'Occupant Type' field, select Tenant in the drop-down menu.

The screenshot shows the 'Register New Occupant' form. At the top, it displays the APN: 070018502801 | 1332 PARK ST ALAMEDA CA 94501 and the UNIT NUMBER: 1332 PARK ST ALAMEDA CA 94501, A. Below this, there is a dropdown menu for 'What is the reason for the change in tenancy?' with 'Late Registration' selected. Another dropdown menu for 'What is the new tenant occupant type?' is open, showing options: Tenant (highlighted with a red box), Rent Subsidized Tenant, Vacant, Manager, and Owner. Below the dropdowns is a section for 'Submitter's Information' with fields for 'Enter Full Name' and 'Select Title'. At the bottom right, there are 'CANCEL' and 'SUBMIT' buttons.

- After selecting 'Tenant' in the drop-down menu, the Tenant fields will appear on screen. (Reminder: The image below is displaying the Tenant fields for a Fully Regulated unit)

The screenshot shows the 'Register New Occupant' form with the 'Occupant Type' dropdown menu set to 'Tenant'. The form now displays several required fields: 'Number of Bedrooms', 'Start Date of Tenancy', 'Base Rent', 'Current Rent', and 'Date of Last Rent Increase'. Below these fields is a section for 'Housing Services Included in the Base Rent' with a list of checkboxes for Parking, Laundry, Storage, N/A, Water, Refuse / Recycling, Gym / Pool, Electric, Gas, Pets, and Other. At the bottom, there is a 'Tenant Information' section with a field for 'Tenant 1'. 'CANCEL' and 'SUBMIT' buttons are located at the bottom right.

- Enter all the required fields for the Occupant Type - Tenant.

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

8. To add Tenant Information, there are three buttons: 1) Add Phone; 2) Add Email; and 3) Add Tenant. Use the appropriate buttons to add/enter the Tenant Information.

Register New Occupant

Housing Services Included in the Base Rent *:

Do not include housing services or amenities that are identified (a) in a separate written agreement between the landlord and the tenant, or (b) specifically within the rental agreement itself but the landlord and tenant have agreed in the rental agreement that the amount is not to be included in the Base Rent. The Rent Program will presume that housing services not identified in (a) or (b) in the prior sentence will be included in the Base Rent.

Parking Water Gas
 Laundry Refuse / Recycling Pets
 Storage Gym / Pool Other
 N/A Electric

Tenant Information

Tenant 1

Tenant First Name * Tenant Last Name *

Tenant Preferred Language
English

+ ADD PHONE

+ ADD EMAIL

+ ADD TENANT

CANCEL SUBMIT

9. If there are any errors or missing fields, the system will display error messages in red on the screen to indicate what is missing.

Register New Occupant

What is the reason for the change in tenancy?
Reason of Change *
Late Registration

What is the new tenant occupant type?
Occupant Type *
Tenant

Number of Bedrooms Start Date of Tenancy *
This Field is Required

Base Rent * Current Rent *
This Field is Required This Field is Required

Date of Last Rent Increase *
This Field is Required

Housing Services Included in the Base Rent *:

Do not include housing services or amenities that are identified (a) in a separate written agreement between the landlord and the tenant, or (b) specifically within the rental agreement itself but the landlord and tenant have agreed in the rental agreement that the amount is not to be included in the Base Rent. The Rent Program will presume that housing services not identified in (a) or (b) in the prior sentence will be included in the Base Rent.

Parking Water Gas
 Laundry Refuse / Recycling Pets
 Storage Gym / Pool Other
 N/A Electric

Please Select At Least One Option

Tenant Information

*Please fill in all required fields

CANCEL SUBMIT

10. The following is a list of fields for the Occupant Type – Tenant with a description of the field and information as to whether the field is required.

| Field Name | Instructions | Fully Regulated Unit Requirement | Partially Regulated Unit Requirement |
|-------------------------------------|--|---|---|
| Number of Bedrooms | If the Unit is a Studio, enter '0' | Required | Required |
| Start Date of Tenancy | Enter the date the current Tenancy established was established | Required | Required |
| Base Rent | Enter the amount of rent that was charged to the tenant on September 1, 2019. If the unit was not occupied by the current tenant at that time, enter the rent charged on the first date that rent was charged following September 1, 2019 | Required | Not Applicable |
| Current Rent | Enter the current monthly rent for the Tenant. | Required | Required |
| Date of Last Rent Increase | Enter the effective date of the last rent increase. If current tenant has never had a rent increase, enter the Start Date of the Tenancy. | Required | Required |
| Housing Services Included with Rent | Select all the Housing Services that are included with the Rent for the current tenant. | Required | Not Applicable |
| Tenant Name | Submit contact information for tenants who are aged 18 or older. | Required | Not Applicable |
| Tenant Preferred Language | Enter the Tenant Preferred Language, if known. | Optional | Not Applicable |
| Tenant Phone | Enter the Tenant Phone Number. | Optional | Not Applicable |
| Tenant Email | Enter the Tenant Email Address. | Optional | Not Applicable |

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11. Once all required fields are 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.





The screenshot shows a form with two main sections: "Declaration Statement" and "Submitter's Information". The "Declaration Statement" section contains a checkbox that is currently unchecked, followed by the text: "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." The "Submitter's Information" section has two input fields: "Enter Full Name *" and "Select Title *". The "Submit" button at the bottom right is highlighted with a red box.

12. Click on the 'SUBMIT' button at the bottom right of the window to register the new occupant.

The screenshot shows the "Register New Occupant" form. It includes a "Tenant Information" section with fields for "Tenant 1", "Tenant First Name *" (filled with "Gary"), "Tenant Last Name *" (filled with "Jones"), and "Tenant Preferred Language" (filled with "English"). There are buttons for "+ ADD PHONE", "+ ADD EMAIL", and "+ ADD TENANT". Below this is the "Declaration Statement" section with a checked checkbox and the same text as in the previous screenshot. The "Submitter's Information" section has "Enter Full Name *" (filled with "John Smith") and "Select Title *" (filled with "Owner"). The "Submit" button at the bottom right is highlighted with a red box.

13. The new occupant's information will be updated.

1332 PARK ST ALAMEDA CA 94501

| Unit Name | Unit Fee Status | Number of Bedrooms | Base Rent | Start Date of Tenancy | Occupant Type | More |
|-----------|-----------------|--------------------|------------|-----------------------|---------------|---|
| A | Non-Exempt | 2 | \$1,000.00 | 01/01/00 | Tenant | ACTIONS ▾  |
| B | Non-Exempt | 0 | - | - | Vacant | ACTIONS ▾  |
| C | Non-Exempt | 0 | - | - | Vacant | ACTIONS ▾  |
| D | Non-Exempt | 0 | - | - | Vacant | ACTIONS ▾  |

1 - 4 of 4 items

14. Repeat for all units.