



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

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• FORM RP-215 •

Landlord Submission to Report a Change in Ownership

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

PURPOSE

Alameda Municipal Code, section 6-58.35(J), requires owners of rental units that are not exempt from rent control under state law to provide written notice within 30 days of the close of escrow that a rental unit has been transferred, the rent at close of escrow, and the name and contact information of the new owner. The requirement applies to multi-unit properties built prior to February 1, 1995. Owners of single-family homes, condominiums, townhomes, and newer multi-unit properties are not required to notify the Rent Program of a transfer of ownership.

After reviewing the submission, staff will use the information on this form to update the Rent Registry, assign the Assessor's Parcel Number (APN) to the new owner, and provide the new owner with an introductory letter.

INSTRUCTIONS

Landlords/sellers are required to fill out this form and file it with the Rent Program (via email, mail, or fax) within 30 calendar days of the close of escrow.

Alternatively, landlords/sellers who previously set up a Rent Registry account and associated it with the APN may submit the required information online rather than using this form. To report new property ownership, log on at <https://www.alamedarentprogram.org/Rent-Registry>, navigate to the APN's page, and click the blue "PROPERTY ACTIONS" button in the upper right corner.

Contact Information

Seller Information:

Name(s): _____

Phone: _____ Email: _____

Buyer Information:

Name(s): _____

Mailing Address (*required*): _____

Phone: _____ Email: _____

Property Information

Primary Property Address or ANP: _____

Date of Ownership Transfer: ___ / ___ / _____

Fill in the unit name and occupant for each unit on the property, and the monthly rent, start date of tenancy, and date of last rent increase for any tenant-occupied units.

Unit Name (example: Unit A, Unit B, etc.)	Occupant at Close of Escrow (check one)	<i>Required for tenant-occupied units</i>		
		Monthly Rent at Close of Escrow	Start Date of Tenancy	Date of Last Rent Increase
	<input type="checkbox"/> Tenant <input type="checkbox"/> Rent-subsidized tenant <input type="checkbox"/> Owner <input type="checkbox"/> Property Manager <input type="checkbox"/> Vacant	\$	___ / ___ / ___	___ / ___ / ___
	<input type="checkbox"/> Tenant <input type="checkbox"/> Rent-subsidized tenant <input type="checkbox"/> Owner <input type="checkbox"/> Property Manager <input type="checkbox"/> Vacant	\$	___ / ___ / ___	___ / ___ / ___
	<input type="checkbox"/> Tenant <input type="checkbox"/> Rent-subsidized tenant <input type="checkbox"/> Owner <input type="checkbox"/> Property Manager <input type="checkbox"/> Vacant	\$	___ / ___ / ___	___ / ___ / ___
	<input type="checkbox"/> Tenant <input type="checkbox"/> Rent-subsidized tenant <input type="checkbox"/> Owner <input type="checkbox"/> Property Manager <input type="checkbox"/> Vacant	\$	___ / ___ / ___	___ / ___ / ___
	<input type="checkbox"/> Tenant <input type="checkbox"/> Rent-subsidized tenant <input type="checkbox"/> Owner <input type="checkbox"/> Property Manager <input type="checkbox"/> Vacant	\$	___ / ___ / ___	___ / ___ / ___

If the property has more than five units, please attach additional sheets.

Declaration

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and this Declaration was made on _____, 20_____, at _____, California.

Signature _____

Print Name _____ Date _____