

## Introduction

The purpose of this User Guide is to instruct Landlords, Property Managers, or Landlord Agents how to navigate and use the Alameda Rent Program's Online Rent Registry System. Each property can be managed by only one user account at a time. Although it is not required that the Landlord themselves uses the system to register the Landlord's property, we will refer to the responsible party as 'Landlord'.

In the first year of registration (2020) the system will require Landlords to setup their account in the Rent Registry System. Setup includes creating an account, adding properties to the account, verifying contact information, entering unit information, registering tenancies, and applying for applicable exemptions. In subsequent years, the registration process will require less data entry as the account setup will already be complete.

This document outlines the processes for a landlord to submit required information. If you have questions, contact the Alameda Rent Program at (510) 747-7520 or [rentprogram@alamedaca.gov](mailto:rentprogram@alamedaca.gov).

## Regulation Types

### Fully Regulated Units

- Multi-unit property built before 1995 (Two or more units on a legal lot of record)

### Partially Regulated Units

- Single-family homes
- Condo/ Townhouse
- Multi-unit property built after 1995
- Section 8 units not owned by the Housing Authority or a non-profit organization

### Exempt Units

- Government regulated or regulated by agreement
- Section 8 units owned by the Housing Authority or a non-profit organization
- Commercial units, institutions
- Mobile homes
- Accommodations of 30 days or less

	Fully Regulated Units	Partially Regulated Units	Exempt Units
Annual Fee	x	x	
Registration	x	x	
Just Cause Terminations	x	x	
Rent Control	x		