

## Submit Property Exemption Request

Certain properties are exempt from the Rent Ordinance and the Rent Program Annual Fee. A landlord must submit a Property Exemption request for any property that qualifies to be exempt from the Rent Program Annual Fee.

### **The Property Exemption applies to registration and the upcoming fiscal year.**

The eligible grounds for a Property Exemption:

- Commercial units, such as office condominiums, commercial storage units or units subject to Section 30-15 of the Alameda Municipal Code (Work Live Studios).
- Community cabins
- Dwelling Units in which the Landlord owns the Rental Unit, occupies the Rental Unit as the Landlord's Primary Residence and shares kitchen or bath facilities with one or more Tenants.
- Dwelling Units that are rented or leased to transient guests for 30 consecutive days or less.
- Dwelling Units, regardless of ownership, for which the Rents are subsidized or regulated by federal law or by regulatory agreements between a Landlord and (i) the City, (ii) the Housing Authority or (iii) any agency of the State of California or the Federal Government; provided, however, if the Dwelling Unit is in the Housing Choice Voucher Section 8 Program and is not owned by a public entity or a bonafide not for profit organization dedicated to the provision of affordable housing, as further defined by Regulations, the Dwelling Unit is exempt only as to the rent control provisions of the ordinance. If a Dwelling Unit no longer qualifies for the full or partial exemption under this subsection A, for example, the Landlord withdraws from a subsidy program or a regulatory agreement expires and/or is not renewed, the Dwelling Unit will immediately be subject to all provisions of the ordinance.
- Mobile homes or mobile home lots
- Rooms in a building or Dwelling Unit that provides a structured living environment that has the primary purpose of helping formerly homeless persons obtain the skills necessary for independent living in permanent housing and where occupancy is limited to a specific period of time and where the occupant has been informed in writing of the temporary nature of the arrangement at the inception of the occupancy.
- Rooms in a building or Dwelling Unit where the primary use is providing short-term treatment, assistance or therapy for alcohol, drug or other substance abuse and the room is provided incident to the recovery program and where the occupant has been informed in writing of the temporary or transitional nature of the arrangement at the inception of the occupancy.
- Rooms in a convent, monastery, fraternity or sorority house or in a building owned, operated or managed by a bonafide education institution for occupancy by students.
- Rooms in a facility that provide a menu of services including, but not limited to, meals, continuing care, medication management, case management, counseling, transportation and/or a wellness clinic, and for which services an occupancy agreement is typically required, and regardless of whether the occupant must pay additionally for some services.
- Rooms in a facility that require, as part of a person's occupation and use of the room and the facility, some or all of the following: intake, case management, counseling and an occupancy agreement.

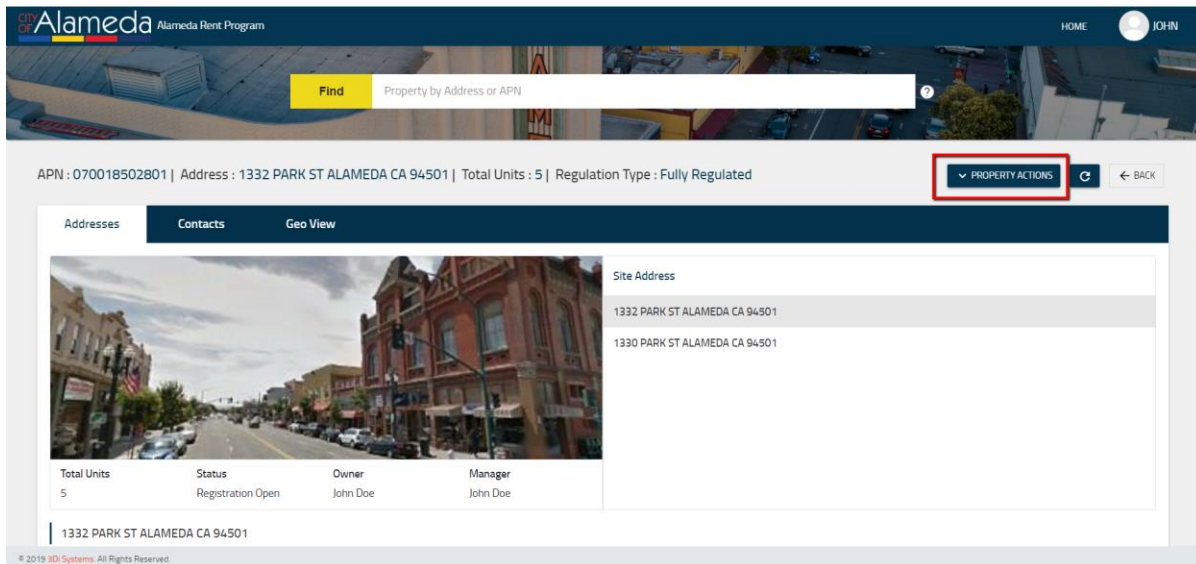
- Rooms in any hospital or in a facility for assisted living, skilled nursing, convalescence or extended care.
- Rooms in hotels, motels, inns, tourist homes, short-term rentals, rooming or boarding houses, provided that such rooms are not occupied by the same occupant or occupants for more than 30 consecutive days.

Please take note:

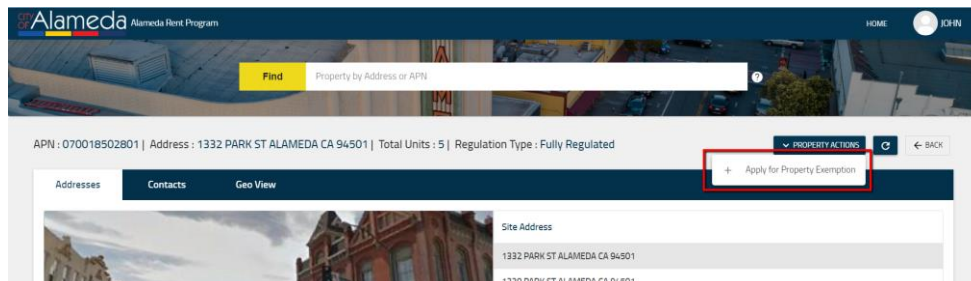
1. Applying for a Property Exemption does not guarantee it will be granted. Staff reviews each submission to determine eligibility.
2. The appropriate documentation must be submitted to substantiate the grounds for the exemption.
3. If you have already submitted a Property Exemption request, you cannot submit another request unless the Property Exemption request is denied by Alameda Rent Program staff.
4. A landlord may only apply for a Property Exemption before registration is submitted when the property status is 'Registration Open' or 'Registration Denied'.

Process to apply for a Property Exemption:

1. Navigate to the Address tab for the property that needs an exemption. Click on the 'PROPERTY ACTIONS' button on the top right of the page.



2. A drop-down menu will appear. Select 'Apply for Property Exemption.'



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

- The Apply for Property Exemption pop-up window will appear. At the top of the pop-up window, the APN and Primary Address are displayed to verify that the correct APN was selected for the Property Exemption application.

Apply for Property Exemption

APN : 070018502801 | 1330 PARK ST ALAMEDA CA 94501

Please explain the grounds for your exemption that qualify under 6-58.20 of the Alameda Municipal Code

- Commercial units, such as office condominiums, commercial storage units or units subject to Section 30-15 of the Alameda Municipal Code (Work Live Studios).
- Community cabins
- Dwelling Units in which the Landlord owns the Rental Unit, occupies the Rental Unit as the Landlord's Primary Residence and shares kitchen or bath facilities with one or more Tenants.
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- Dwelling Units, regardless of ownership, for which the Rents are subsidized or regulated by federal law or by regulatory agreements between a Landlord and (i) the City, (ii) the Housing Authority or (iii) any agency of the State of California or the Federal Government; provided, however, if the Dwelling Unit is in the Housing Choice Voucher Section 8 Program and is not owned by a public entity or a bonafide not for profit organization dedicated to the provision of affordable housing, as further defined by Regulations, the Dwelling Unit is exempt only as to the rent control provisions of the ordinance. If a Dwelling Unit no longer qualifies for the full or partial exemption under this subsection A, for example, the Landlord withdraws from a subsidy program or a regulatory agreement expires and/or is not renewed, the Dwelling Unit will immediately be subject to all provisions of the ordinance.

CANCEL SUBMIT

- Select the applicable grounds for the Property Exemption. Only one option may be selected. Use the scroll bar to see the all eligible grounds for a Property Exemption.

Apply for Property Exemption

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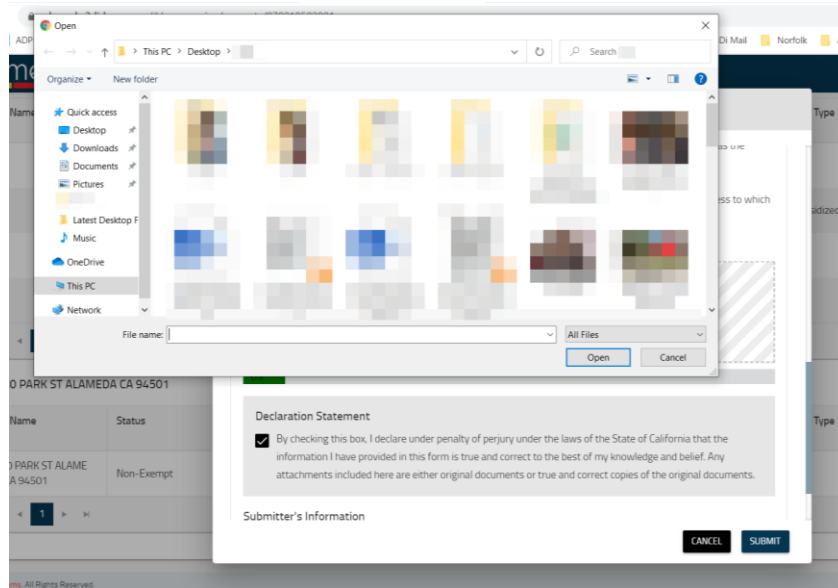
5. Once a selection is made, instructions will appear above the 'Upload Document' section to explain the required documents that must be submitted to substantiate the grounds for the Property Exemption.

The screenshot shows a web form titled "Apply for Property Exemption". At the top, there is a section with three radio button options. The third option, "Rooms in hotels, motels, inns, tourist homes, short-term rentals, rooming or boarding houses, provided that such rooms are not occupied by the same occupant or occupants for more than 30 consecutive days," is selected. Below this, a red rectangular box highlights the "Required Documentation" section, which contains the text: "Please submit a copy of the current business license to verify the reason for this exemption." Underneath is an "Upload Document\*" area with a dashed border and a "Browse for File" button. At the bottom right, there are "CANCEL" and "SUBMIT" buttons.

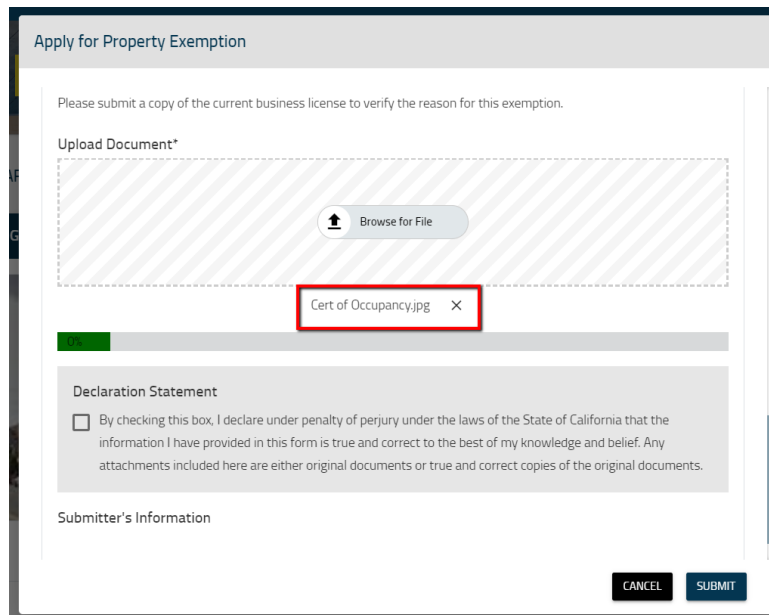
6. Upload the required documentation to the Property Exemption request. Click on the 'Browse for File' area to select a document(s) from your device to upload to the Property Exemption pop-up window.

This screenshot shows the same "Apply for Property Exemption" form, but with the "Upload Document\*" section highlighted in red. The "Browse for File" button is also highlighted with a red box. Below the upload section, there is a "Declaration Statement" section with a checkbox and a "Submitter's Information" section with input fields for "Enter Full Name" and "Select Title". "CANCEL" and "SUBMIT" buttons are at the bottom right.

7. Select one or more documents to upload to the Unit Exemption case. Please ensure the uploaded documents meet the Required Documents qualifications



8. Once the appropriate document(s) have been selected and uploaded to the Property Exemption pop-up window, the document names will be listed below the 'Browse for File' area. There is also an 'X' next to each document name, which allows the user to delete the document if it was uploaded by mistake.



9. Review all information entered on the Property Exemption pop-up window. If all data is 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.

Apply for Property Exemption

Upload Document

Browse for File

Cert of Occupancy.jpg X

**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

10. Click on the 'SUBMIT' button to submit the Property Exemption request.

Apply for Property Exemption

Upload Document

Browse for File

Cert of Occupancy.jpg X

**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

11. The Case History section on the Address tab will update to include the new Property Exemption case that was submitted. The cases status will display 'Pending Review.'


Case Id	Created on Entity	Case Type	Created Date	Last Modified	Case Status	Action
PE2019-50074	APN: 070018502801	Property Exemption	12-20-2019	12-20-2019	Pending Review	
UE2019-50073	Unit: D: 1332 PARK ST ALAMEDA CA 94501	Unit Exemption	12-20-2019	12-20-2019	Pending Review	
RR2019-49853	APN: 070018502801	Rent Registry	12-19-2019	12-20-2019	Registration Open	

12. The Alameda Rent Program staff will review the Property Exemption case submission.

13. If staff approves the Property Exemption case, the case status will update to 'Approved' in the Case History section. The property status in the section above will be updated to 'Property Exempt.'

APN | 069008505400 | Address | 3215 BRIGGS AVE #D Alameda

Addresses    Contacts    Photos



Total Units: 1    Status: Property Exempt

Case Id	Created on Entity	Case Type	Created Date	Last Modified	Case Status
PE2020-60439	APN: 072037800400	Property Exemption	01-10-2020	01-10-2020	Approved

14. If the Staff denies the Property Exemption, the case status will update to 'Denied.' Staff will inform the Landlord of the reason the Property Exemption request was denied.

Case Id	Created on Entity	Case Type	Created Date	Last Modified	Case Status
PE2020-60417	APN: 069001600600	Property Exemption	01-10-2020	01-10-2020	Denied