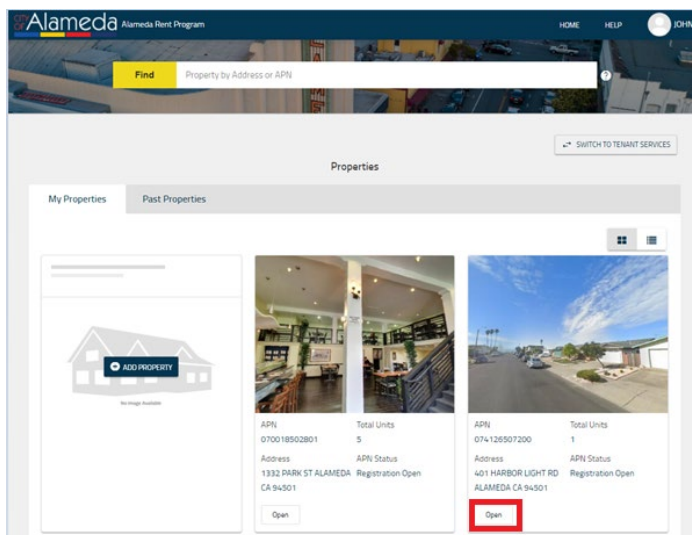


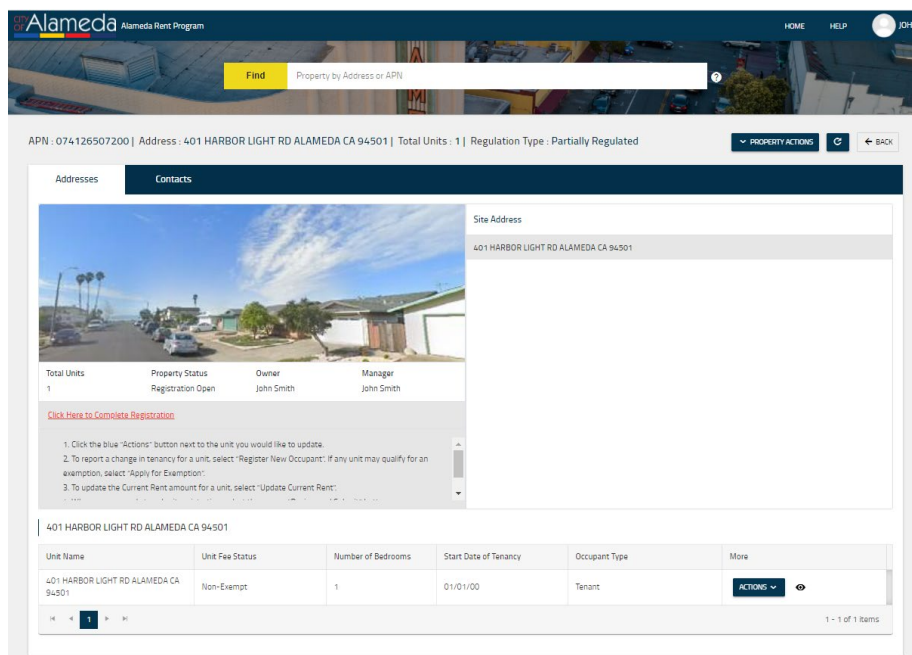
Complete Registration

Registration needs to be submitted when the property is either 'Registration Open' or 'Registration Denied'. You will have an opportunity to submit new exemption requests before submitting payment. Please see the section on exemptions. If you do not have any new exemption requests, follow the below instructions.

1. Navigate to the property you would like to review registration and submit payment for. You can use the 'Find' search bar to search by property address or Assessor's Parcel Number (APN).
2. When you have found the property, click the 'OPEN' button to access the property record.



3. Review your registration submission.



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

- If you would like to update information for a unit, click the blue 'ACTIONS' button next to the unit you would like to update. To report any changes in tenancy for a unit, select 'Register New Occupant'. See instructions for registering a new occupant.
- If any unit may qualify for a unit exemption, select 'Apply for Exemption' for each unit. See instructions for submitting a unit exemption request.
- Confirm all the Unit Exemptions or a Property Exemption has been submitted, when applicable. The Case History section will display all case submissions.

Case History						
Case Id	Created on Entity	Case Type	Created Date	Last Modified	Case Status	Action
PE2019-44975	APN: 070018502801	Property Exemption	12-19-2019	12-19-2019	Pending Review	
UE2019-44973	Unit: D, 1332 PARK ST ALAMEDA CA 94501	Unit Exemption	12-19-2019	12-19-2019	Pending Review	
RR2019-44081	APN: 070018502801	Rent Registry	12-10-2019	12-17-2019	Registration Open	

- Confirm the Owner and Property Manager Contact Information is up-to-date.

Addresses

CONTACTS

Geo View

Owner

Name

John Doe

Month & Year Purchased

12/2019

Telephone Number

(650) 555-1234

Owner Type

Individual

Email Address

john.doe@jyopmail.com

Mailing Address

PO Box 2173, ALAMEDA, CA 94501

Preferred Language

English

Last Updated: 12/17/2019

Property Manager

Name

John Doe

Telephone Number

(650) 555-1234

Email Address

john.doe@jyopmail.com

Mailing Address

PO Box 2173, ALAMEDA, CA 94501

Preferred Language

English

Last Updated: 12/17/2019

- Confirm the Unit Details information is accurate.

1332 PARK ST ALAMEDA CA 94501								
Unit Name	Status	Number of Bedrooms	Base Rent	Current Rent	Start Date of Tenancy	Date of Last Rent Increase	Occupant Type	Action
A	Non-Exempt	2	\$2,500.00	\$2,500.00	12/01/19	12/01/19	Tenant	MORE
B	Non-Exempt	0	-	\$1,250.00	05/02/18	12/18/19	Rent Subsidized Tenant	MORE
C	Non-Exempt	2	-	-	-	-	Manager	MORE

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

9. Scroll to the bottom of the Addresses Tab and click on the 'REVIEW AND SUBMIT' button.

Case History

Case Id	Created on Entity	Case Type	Created Date	Last Modified	Case Status	Action
PE2019-44975	APN: 070018502801	Property Exemption	12-19-2019	12-19-2019	Pending Review	
UE2019-44973	Unit: D, 1332 PARK ST ALAMEDA CA 94501	Unit Exemption	12-19-2019	12-19-2019	Pending Review	
RR2019-44081	APN: 070018502801	Rent Registry	12-10-2019	12-17-2019	Registration Open	

1 - 3 of 3 items

REVIEW AND SUBMIT

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10. The system will open the Review and Submit page. The page shows the property details as they have been entered: Owner and Property Manager Contact details, Unit Details, and Case History. Review the information displayed to verify all data is accurate.

Review and Submit

← BACK

APN Information

APN : 070018502801

Address : 1330 PARK ST ALAMEDA CA 94501

Total Units : 5

Site Address(es)

1332 PARK ST ALAMEDA CA 94501

1330 PARK ST ALAMEDA CA 94501

Owner

Name : John Doe

Telephone Number : (650) 555-1234

Email Address : johndoe@3dmail.com

Mailing Address : PO Box 10827, ALAMEDA, CA 94501

Preferred Language : English

Month & Year Purchased : 01/2019

Owner Type : Individual

Property Manager

Name : John Doe

Telephone Number : (650) 555-1234

Email Address : johndoe@3dmail.com

Mailing Address : PO Box 10827, ALAMEDA, CA 94501

Preferred Language : English

1332 PARK ST ALAMEDA CA 94501

Unit Name	Status	Number of Bedrooms	Base Rent	Current Rent	Start Date of Tenancy	Date of Last Rent Increase	Occupant Type
A	Non-Exempt	2	\$2,500.00	\$2,500.00	12/01/19	12/01/19	Tenant
B	Non-Exempt	0	-	\$1,250.00	05/02/18	12/18/19	Rent Subsidized Tenant
C	Non-Exempt	2	-	-	-	-	Manager
D	Applied for Exemption	3	-	-	-	-	Owner

1330 PARK ST ALAMEDA CA 94501

Unit Name	Status	Number of Bedrooms	Base Rent	Current Rent	Start Date of Tenancy	Date of Last Rent Increase	Occupant Type
1330 PARK ST ALAMEDA C A 94501	Non-Exempt	2	-	-	-	-	Vacant

Case History

Case Id	Created on Entity	Case Type	Created Date	Last Modified	Case Status
PE2019-44975	APN: 070018502801	Property Exemption	12-19-2019	12-19-2019	Pending Review
UE2019-44973	Unit: D, 1332 PARK ST ALAMEDA C A 94501	Unit Exemption	12-19-2019	12-19-2019	Pending Review
RR2019-44081	APN: 070018502801	Rent Registry	12-10-2019	12-17-2019	Registration Open

1 - 3 of 3 items

SUBMIT

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

11. If there are any discrepancies in the data, use the 'BACK' button to go back to the property information page and make edits to the information.

Review and Submit

APN Information

APN: 070018502801
Address: 1330 PARK ST ALAMEDA CA 94501
Total Units: 5

Site Address(es)

1332 PARK ST ALAMEDA CA 94501
1330 PARK ST ALAMEDA CA 94501

Owner

Name: John Doe

Property Manager

Name: John Doe

BACK

12. If all information is correct, click on the 'SUBMIT' button at the bottom of the page.

1330 PARK ST ALAMEDA CA 94501

Unit Name	Status	Number of Bedrooms	Base Rent	Current Rent	Start Date of Tenancy	Date of Last Rent Increase	Occupant Type
1330 PARK ST ALAMEDA CA 94501	Non-Exempt	2	-	-	-	-	Vacant

Case History

Case Id	Created on Entity	Case Type	Created Date	Last Modified	Case Status
PE2019-44975	APN: 070018502801	Property Exemption	12-19-2019	12-19-2019	Pending Review
UE2019-44973	Unit ID: 1332 PARK ST ALAMEDA CA 94501	Unit Exemption	12-19-2019	12-19-2019	Pending Review
RR2019-44081	APN: 070018502801	Rent Registry	12-10-2019	12-17-2019	Registration Open

SUBMIT

13. The Submit Registration pop-up window will appear.

Submit Registration

Please Take Note: You must submit an exemption request for each unit that you believe is not subject to the program fee for the upcoming fiscal year. The annual program fee is based on your registration statement and you cannot apply for an exemption from the fee after registration is submitted.

Submitted Exemption Requests

☐ By checking this box, I understand that all unit exemption(s) and property exemption requests must be submitted prior to completing registration.
This Field is Required.

1 Unit Exemption(s) 0 Property Exemption(s)

[Click here](#) to return to the home screen to submit an exemption request. For information on how to apply for an exemption, please review the user guide.

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.
This Field is Required.

Enter Full Name * Select Title *

CANCEL SUBMIT

14. Read all the information on the pop-up window.

15. When the Landlord is ready to complete registration, click the Submitted Exemption Requests check box to confirm all exemption requests have been submitted.

Submit Registration

Please Take Note: You must submit an exemption request for each unit that you believe is not subject to the program fee for the upcoming fiscal year. The annual program fee is based on your registration statement and you cannot apply for an exemption from the fee after registration is submitted.

Submitted Exemption Requests

☒ By checking this box, I understand that all unit exemption(s) and property exemption requests must be submitted prior to completing registration.

1 Unit Exemption(s) 0 Property Exemption(s)

[Click here](#) to return to the home screen to submit an exemption request. For information on how to apply for an exemption, please review the user guide.

Declaration Statement

☐ By checking this box, I declare under penalty of perjury under the laws of the State of California that the information I

16. Click the 'Declaration Statement' checkbox to submit registration under penalty of perjury.

please review the user guide.

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.

Enter Full Name * John Doe Select Title * Owner

FOR YOUR INFORMATION

- Information submitted to the Rent Program is subject to disclosure under the California Public Records Act and the City of Alameda's Sunshine Ordinance.
- After registration is submitted for a fully regulated unit, the Rent Program will provide the landlord and tenant a letter stating the Maximum Allowable Rent for the rental unit. A tenant will have the opportunity to contest certain registration information provided by the landlord that is inconsistent with the tenant's records.

CANCEL SUBMIT

17. Enter your Full Name. Enter your Title by selecting an option from the drop-down list.

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.

Enter Full Name * John Doe Select Title * Owner

18. To complete the submission of the APN for Registration, click on the 'SUBMIT' button.

Submit Registration

☒ By checking this box, I understand that all unit exemption(s) and property exemption requests must be submitted prior to completing registration.

1 Unit Exemption(s) 1 Property Exemption(s)

[Click here](#) to return to the home screen to submit an exemption request. For information on how to apply for an exemption, please review the user guide.

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.

Enter Full Name * John Doe Select Title * Owner

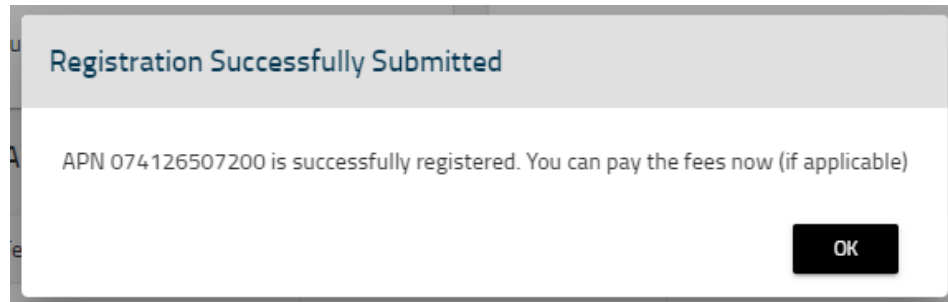
FOR YOUR INFORMATION

- Information submitted to the Rent Program is subject to disclosure under the California Public Records Act and the City of Alameda's Sunshine Ordinance.
- After registration is submitted for a fully regulated unit, the Rent Program will provide the landlord and tenant a letter stating the Maximum Allowable Rent for the rental unit. A tenant will have the opportunity to contest certain registration information provided by the landlord that is inconsistent with the tenant's records.

CANCEL SUBMIT

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

19. When the registration for the property has been submitted, a pop-up window will appear confirming 'Registration Successfully Submitted.' Click the 'OK' button to be redirected to the Address tab on the property information page.



20. You will be redirected to the property record. Check the status of your property.

APN : 074126507200 | Address : 401 HARBOR LIGHT RD ALAMEDA CA 94501 | Total Units : 1 | Regulation Type : Partially Regulated

PROPERTY ACTIONS C BACK

Addresses Contacts



Site Address
401 HARBOR LIGHT RD ALAMEDA CA 94501

Rent Program Fees Owed

Case Id - RR2021-80410	
Due by October 1, 2021	
Rental Units :	\$100.00
Rent Subsidized Units :	\$0.00
Late Fees :	\$0.00
Paid :	\$0.00
Remaining :	\$100.00
Total:	\$100.00

PAY NOW

Total Units 1	Property Status Payment Pending	Owner John Smith	Manager John Smith
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- If you are eligible to submit payment of the annual fee at this time, the property status will be updated to 'Payment Pending'.
- If no payment is due for this fiscal year, the property status will be updated to 'Payment Not Required', and no further action is needed.
- If you submitted any new exemption requests, the property status will be updated to 'Pending Staff Review' and your submission will be reviewed by staff. You will need to return to the Rent Registry at a later date to submit payment if you wish to pay online.

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