

Report New Property Ownership

Landlords of fully regulated units must report a change in ownership within 30 days. Fully regulated units are those in multi-family properties built before February 1995. A multi-unit property has two or more units on a legal lot of record, even if a property owner lives in one of the units.

In addition, former owners of partially regulated units, including condominiums and single-family homes, may wish to report a change in ownership so that they do not continue to receive notices from the Rent Program.

Please note that staff cannot process a change in ownership until after close of escrow.

If you are the new owner of a rental property and want to report the change in ownership, or if you need to add the APN to your Rent Registry account and do not have a PIN, please contact Rent Program staff at rentprogram@alamedaca.gov or (510) 747-7520.

If you are a former property owner and the APN is associated with your Rent Registry account, you can use the Rent Registry to report the change in ownership. Please follow the steps below. You will need, at a minimum, the following information:

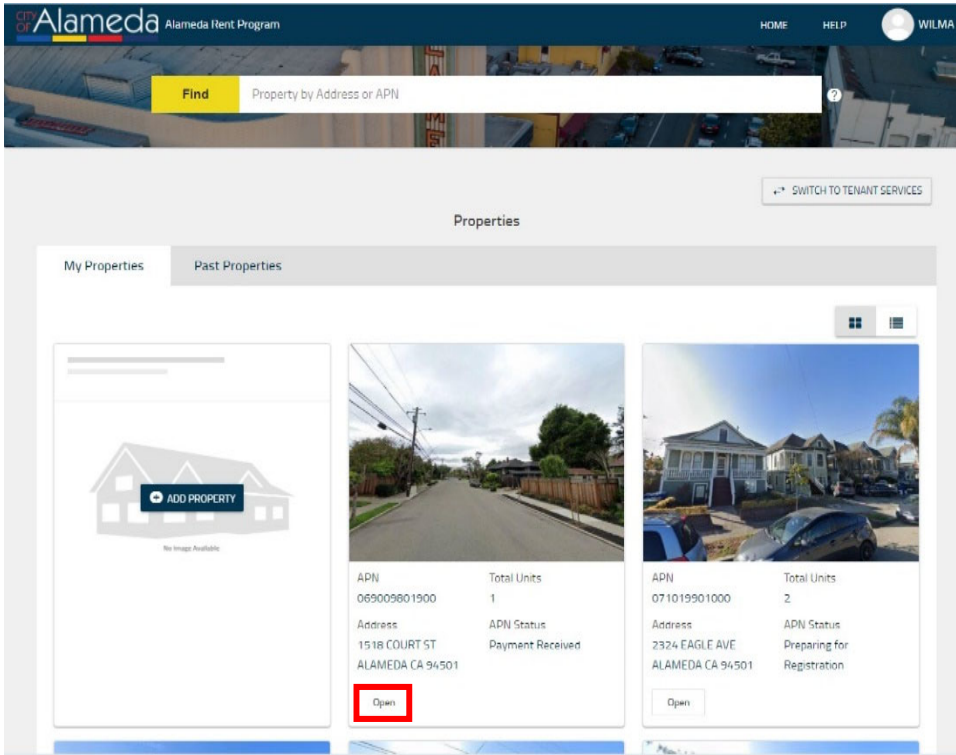
- The mailing address of the new owner
- The date of ownership transfer
- The rent at close of escrow and date of last rent increase for any tenant-occupied units

1. Login to your Rent Registry account.



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

- Locate the property from the list of APNs associated with your account and click to open.



- Review the listed units. If there has been a change in tenancy that has not yet been reported, you must register the tenancy before submitting the change in ownership. See [Register an Occupant](#) for more information.

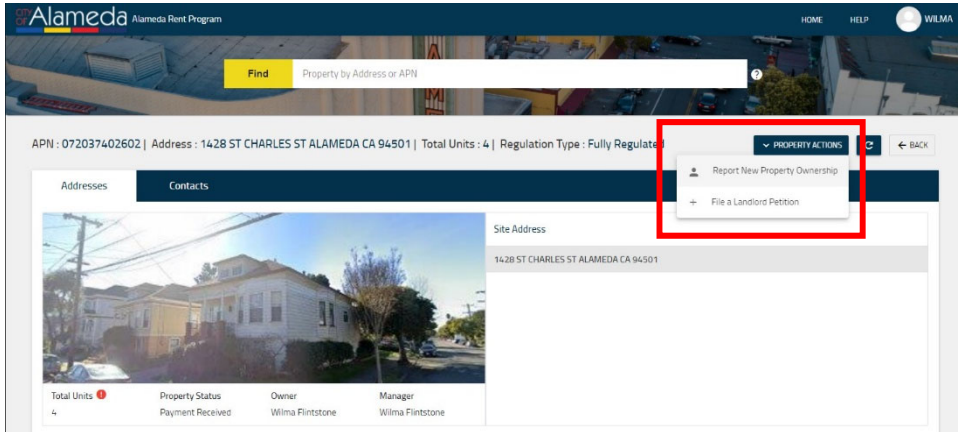
1428 ST CHARLES ST ALAMEDA CA 94501

Unit Name	Unit Fee Status	Number of Bedrooms	Base Rent	Start Date of Tenancy	Occupant Type	More
A	Non-Exempt	2	-	01/01/21	Rent Subsidized Tenant	ACTIONS ▾
B	Non-Exempt	2	\$2,500.00	12/01/20	Tenant	ACTIONS ▾
C	Non-Exempt	2	\$2,000.00	03/29/22	Tenant	ACTIONS ▾
D	Non-Exempt	2	-	-	Vacant	ACTIONS ▾
E	Non-Exempt	2	\$2,200.00	12/01/21	Tenant	ACTIONS ▾

1 - 5 of 5 items

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

- Click the **Property Action** button and select **Report New Property Ownership**.



- Fill out the new ownership information and click **Next**.

Report New Property Ownership

1 Owner Info

2 Unit Info

Please provide the Owner Name. If the owner is a Trust, LLC, Corporation or Partnership, provide name(s) of Trustee(s)/CEO/Managing Partner

New Owner First Name _____ New Owner Last Name _____ New Owner Email _____

New Owner Telephone _____ Date of Ownership Transfer * _____

New Owner Mailing Address

Street Address _____ Apt/Unit Name _____ City _____

State _____ Zip Code _____

NEXT →

- Review each tenant-occupied unit. If the amount in the **Current Rent** column does not match the monthly rent the tenant was paying at close of escrow, type the correct amount. Update the **Date of Last Rent Increase** to the date that amount became effective.

Report New Property Ownership

1 Owner Info

2 Unit Info

Instructions Please report the current rent of each unit. If the amount shown under "Current Rent" is incorrect, please edit the value to the correct amount. If the "Current Rent" amount is incorrect because there has been a change in tenancy, you must close this window and first submit information through the "Register New Occupant" action menu.

1428 ST CHARLES ST ALAMEDA CA 94501

Unit Name	Unit Fee Status	Number of Bedrooms	Base Rent	Current Rent	Start Date of Tenancy	Date of Last Rent Increase	Occupant Type
A	Non-Exempt	2	-	\$ 1000	01/01/2021	1/1/2021	Rent Subsidized Tenant
B	Non-Exempt	2	\$ 2200	\$ 2500	12/01/2020	12/1/2020	Tenant
C	Non-Exempt	2	\$ 2200	\$ 2000	03/29/2022	3/29/2022	Tenant
D	Non-Exempt	2	-	-	-	-	Vacant
E	Non-Exempt	2	\$ 2200	\$ 2200	12/01/2021	12/1/2021	Tenant

1 - 5 of 5 items

7. Check the declaration statement, type your name, and select the appropriate title

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.

Submitter's Information

Enter Full Name *
This Field is Required.

Select Title *

RESET SUBMIT

8. Click the **Submit** button.

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.

Submitter's Information

Enter Full Name *
This Field is Required.

Select Title *

RESET SUBMIT

9. Rent Program staff will review the submission and reach out to the new owner. Please allow several days for processing to be completed.