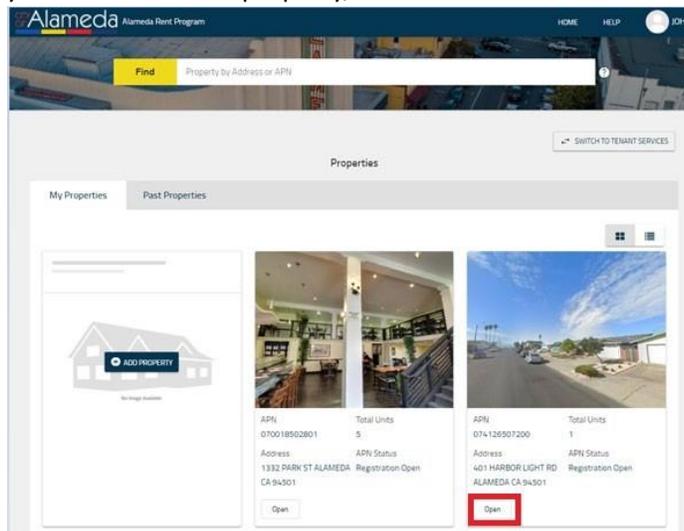


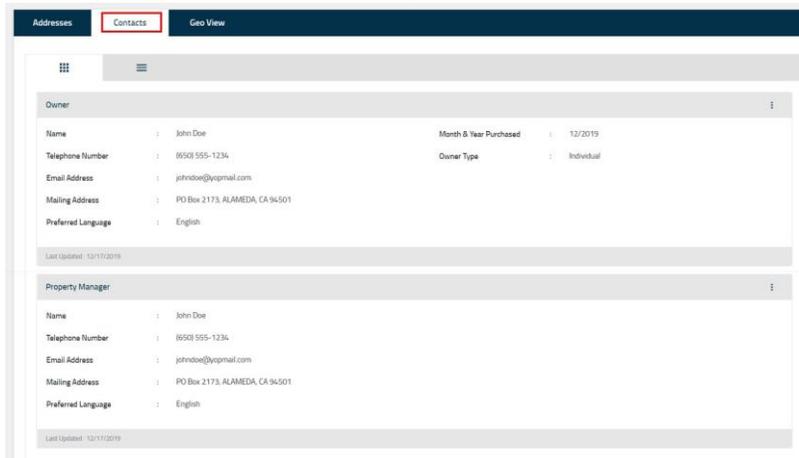
Review and Submit Annual Registration

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



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

- a. If you need to make changes to Owner or Property Manger Contact Information, click on blue button “ACTIONS” and select “Edit”

The screenshot shows a web interface with two tabs: 'Addresses' and 'Contacts'. The 'Contacts' tab is active. Below the tabs, there are two sections: 'Owner' and 'Property Manager'. Each section contains contact information for Winnie Pooh. In the 'Owner' section, there is a blue 'ACTIONS' button in the top right corner, and a red box highlights the 'Edit' option in a dropdown menu. The 'Property Manager' section also has a blue 'ACTIONS' button in the top right corner.

Owner	
Name	WINNIE POOH
Telephone Number	(510) 123-4567
Email Address	winniepooh@3diemail.com
Mailing Address	321 HAPPY PLACE, ALAMEDA, CA 94501
Month & Year Purchased	01/1986
Owner Type	Individual
Wants E-Statement ?	No
Wants E-Newsletter ?	No

Last Updated: 05/28/2024

Property Manager	
Name	WINNIE POOH
Telephone Number	(510) 123-4567
Email Address	winniepooh@3diemail.com
Wants to receive registration and payment notifications ?	No

- b. A new window prompt will appear. Once you are done making changes, click blue button “UPDATE” to save new information.

The screenshot shows a 'Contact Details' form. The 'Contact Type' is set to 'Owner'. The 'Profile' section includes fields for 'Business Name', 'Owner Type' (set to 'Individual'), 'First Name' (WINNIE), 'Last Name' (POOH), 'Preferred Language', 'Email' (winniepooh@3diemail.com), and 'Telephone Number' ((510) 123-4567). There are also radio buttons for 'Would you like to receive e-statements in place of mailed notices ?' (set to 'No') and 'Would you like to sign-up for program e-newsletters ?' (set to 'No'). The 'When was the property purchased? (Month/Year)' section has 'Month' set to '01' and 'Year' set to '1986'. The 'Mailing Address' section includes 'Street Address' (321 HAPPY PLACE) and 'Apt/Unit Name'. At the bottom right, there are two buttons: 'CANCEL' and 'UPDATE', with the 'UPDATE' button highlighted in red.

4. Review/Update Unit Information – Click on blue button “ACTIONS” to:

123 HAPPY WAY, 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	More
21A	Non-Exempt	2	-	\$1,000.00	02/09/21	02/20/24	Rent Subsidized Tenant	ACTIONS
A	Non-Exempt	2	\$2,000.00	\$15,000.00	09/01/22	08/22/24	Tenant	ACTIONS
B	Non-Exempt	2	\$2,300.00	\$9,999,999.00	09/01/23	08/22/24	Tenant	ACTIONS
C	Non-Exempt	2	-	-	-	-	Vacant	ACTIONS

ACTIONS

- 🔍 Register New Occupant
- ✍ Report AGA Rent Increase
- 🔍 Apply for Exemption

- A. Register New Tenancy – select “Register New Occupant. [Click here for instructions.](#)
- B. Select “Report AGA Rent Increase” to report AGA rent increases. [Click here for instructions.](#) *Please note, each rent increase must be reported separately in order from earliest to latest otherwise the system might flag rent increase as invalid. For example, if the last rent increase in Rent Registry was 9/1/201, then you would want to report the next one if there was one on 9/1/2022, then 9/1/2023 and so forth.*
- C. If any unit information is incorrect and you need staff to correct the record (for example, base rent, tenant’s name, etc.), submit form [RP-221F](#) to our office.
- D. Select “Apply for Exemption” to apply for unit exemption if any unit may qualify. [Click here for instructions.](#)

5. Confirm all the Unit Exemptions or a Property Exemption has been submitted, when applicable. The Case History section will display all case submissions.

Case Id	Created on Entity	Case Type	Created Date	Last Modified	Case Status	Action
PE2019-44975	APR: 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	APR: 070018502801	Rent Registry	12-10-2019	12-17-2019	Registration Open	🔍

6. Confirm the Unit Details information is accurate.

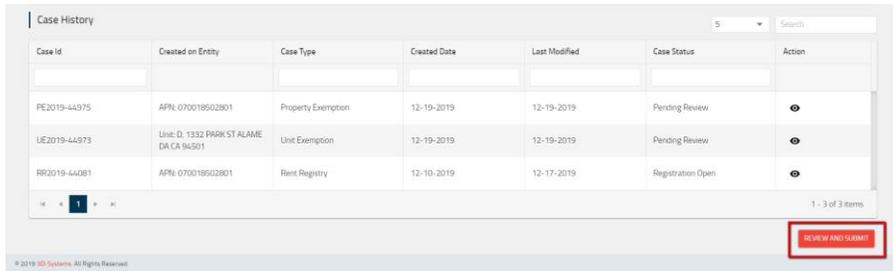
7.

1332 PARK ST ALAMEDA CA 94501

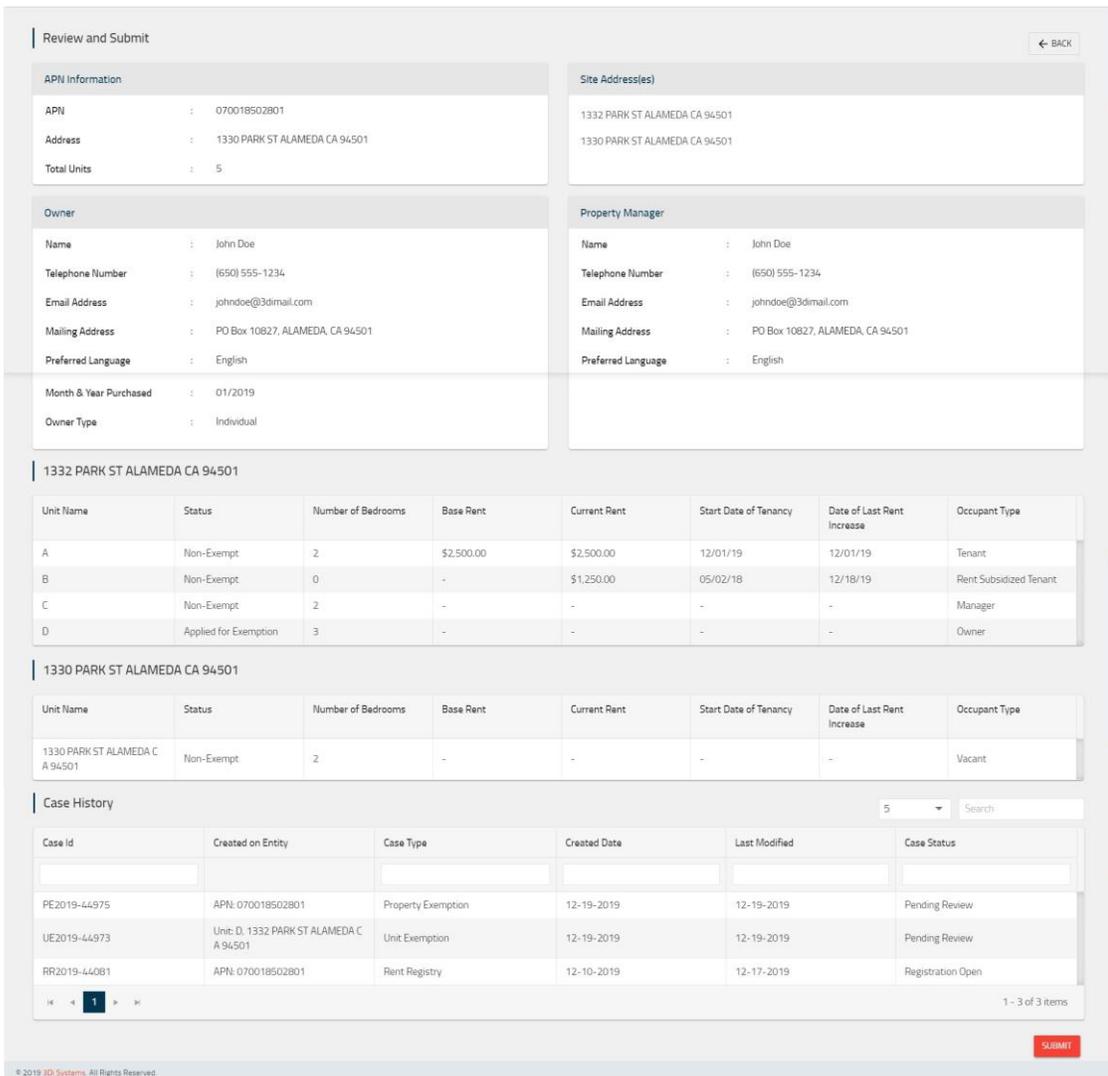
Unit Name	Status	Number of Bedrooms	Base Rent	Current Rent	Start Date of Tenancy	Date of Last Rent Increase	Occupant Type	Action
A	Non-Exempt	2	\$2,500.00	\$2,500.00	12/01/19	12/01/19	Tenant	MORE
B	Non-Exempt	0	-	\$1,250.00	05/02/19	12/18/19	Rent Subsidized Tenant	MORE
C	Non-Exempt	2	-	-	-	-	Manager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

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

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



9. 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.



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

10. 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.

The screenshot shows a 'Review and Submit' page with a 'BACK' button highlighted in a red box in the top right corner. The page contains several sections:

- 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.

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

The screenshot shows the '1330 PARK ST ALAMEDA CA 94501' page. It includes a table for unit information and a 'Case History' section. A 'SUBMIT' button is highlighted in a red box at the bottom right.

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 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: 0, 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

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

The screenshot shows a 'Submit Registration' pop-up window. It contains the following text and fields:

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

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

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

14. 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

15. 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 * Select Title *

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.

16. 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 * Select Title *

17. 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.

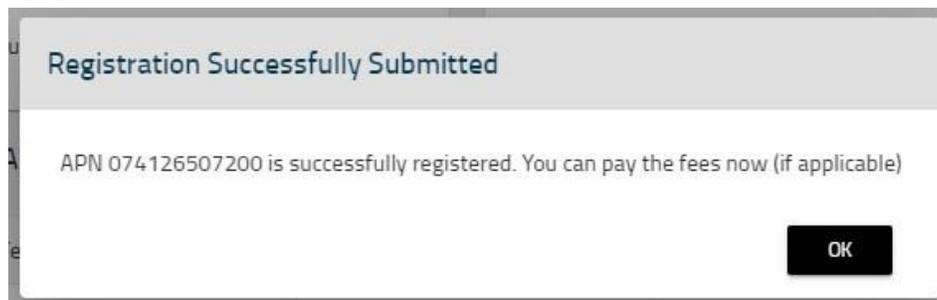
Enter Full Name * Select Title *

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.

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

18. 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.



19. 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 BACK

Addresses Contacts

Total Units	Property Status	Owner	Manager
1	Payment Pending	John Smith	John Smith

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

- If you are eligible to submit payment of the annual fee at this time, the property status will be updated to 'Payment Pending – Registration Complete'.
- 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 later to submit payment if you wish to pay online.