



City of Alameda Rent Program
950 W. Mall Square, Room 172
Alameda, CA 94501

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• FORM RP-221 • Rent Registration Form

Contact us if you need translation services or reasonable accommodations due to disabilities.

PURPOSE

A landlord may use this form to submit rental property information to meet requirements set forth in the Alameda Municipal Code, section 6-58.55.

Complete the Property Information cover form and relevant attachments, see details below.

- Use Attachment A to register each tenancy on the property.
- Use Attachment B when a unit is eligible for an exemption from the program fee. Documentation is required to substantiate the grounds for exemption.

PROCEDURE

After staff reviews the submission for compliance with the City's Rent Ordinance, staff will determine the Maximum Allowable Rent. Annually, staff will provide the determination of the Maximum Allowable Rent to Landlords and Tenants.

FOR YOUR INFORMATION

This form becomes a public record when submitted and is subject to disclosure.

Rental Property Information

1. Assessor Parcel Number (APN): _____
2. Rental Property Address: _____
3. When was the property purchased: _____ / _____
Month / Year

Owner Information

4. Name(s): _____
If the owner is a Trust, LLC, Corporation or Partnership, provide the names(s) of the Trustee(s)/CEO/Managing Partner.

5. Business Name: _____

6. Mailing Address: _____

7. Phone: _____ 8. Email: _____

9. Owner Type (Select one):

☐ Individual

☐ Corporation

☐ Trust, other than a real estate investment trust as defined in Section 856 of the Internal Revenue Code

☐ Real estate investment trust as defined in Section 856 of the Internal Revenue Code

☐ Limited Liability Company(LLC) in which no member is a corporation

☐ Limited Liability Company (LLC) in which at least one member is a corporation

10. Would you like the property manager to receive registration and payment notifications? Yes ____ No ____

11. Would you like to sign-up for program e-newsletters? Yes ____ No ____

Property Manager Information

12. Name(s): _____ 13. Business Name: _____

14. Mailing Address: _____

15. Phone: _____ 16. Email: _____

Declaration Statement

I declare under penalty of perjury under the laws of the State of California that:

- a) I have read and reviewed the content of this form
- b) The information I have provided in this form is true and correct to the best of my knowledge and belief.
- c) All attachments are either original documents or true and correct copies of the original documents.
- d) I have read the Rent Ordinance and the Regulations/policies that the City has promulgated to implement the Rent Ordinance and will abide by the Rent Ordinance, the Regulations and policies.
- e) This declaration was executed on _____, 20____ at _____.

Print Name

Signature