



• FORM RP-223 •

Rent Registration Form for Condominiums and Single-family Homes

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 for a rental unit at a condominium or single-family home to meet requirements set forth in the Alameda Municipal Code, section 6-58.55. Document verification is required for all rent-subsidized units.

FOR YOUR INFORMATION

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

Ownership Information

1. Owner Name: _____
If the owner is a Trust, LLC, Corporation or Partnership, provide the names(s) of the Trustee(s)/CEO/Managing Partner.
2. Business Name: _____
3. Mailing Address: _____
4. City: _____ 5. State: _____ 6. Zip: _____
7. Phone: _____ 8. Email: _____
9. When was the property purchased: _____ / _____
Month / Year
10. Year property built: _____
11. Owner Type (*Select one*):
 - Individual
 - Married Couple
 - Corporation or Partnership
 - Trust, other than a real estate investment trust
 - 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

Property Manager Information

12. Name: _____

13. Business Name: _____

14. Mailing Address: _____

15. City: _____ 16. State: _____ 17. Zip: _____

18. Phone: _____ 19. Email: _____

20. Would you like to sign-up for program e-newsletters? YES NO

21. Would you like the property manager to receive registration and payment notifications? YES NO

Rental Unit Information

22. Assessor Parcel Number (APN): _____

23. Rental Property Address: _____

24. Number of Bedrooms: _____

25. Occupant Type:

Tenant

Rent Subsidized Tenant* (i.e. Section 8)

**Please provide documentation to attest rent subsidy*

26. Start Date of Tenancy: ____/____/____

27. Date of Last Rent Increase: ____/____/____ 28. Current Rent: \$ _____

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 _____.

Landlord/Agent Name

Landlord/Agent Signature