

**City of Oakland****Rent Adjustment Program**

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Email: [rentregistry@oaklandca.gov](mailto:rentregistry@oaklandca.gov)**RENT ADJUSTMENT PROGRAM (RAP)****TENANCY REGISTRATION FORM**REGISTER ONLINE: [www.rentregistry.oaklandca.gov](http://www.rentregistry.oaklandca.gov)

<b>1. Which Units Need To Be Registered With a Tenancy Registration Form?</b>	<p>All tenancies in residential rental units subject to the Rent Adjustment Program (RAP) Fee must be registered with RAP by July 1, 2024, and annually thereafter by March 1st (O.M.C. § 8.22.510). To register a covered property/unit fully, owners must complete 1) one Property Registration Form for each property, and 2) one Tenancy Registration Form for EACH tenant-occupied, covered unit on that property.</p> <p>Use this form to register a tenancy in a covered unit for the first time or to update/confirm information for an existing tenancy.</p> <p><b>Do not complete this form for units that are exempt.</b> Exempt units include: 1) Fully owner-occupied units, 2) Units that are ground-up new construction and not created from existing space AND have received a Certificate of Occupancy within the past 10 years, or 3) Units rented for less than 30 days.</p> <p>For more information on which units are covered by the registration requirement and which units are exempt, please refer to the Property Registration Form.</p>
<b>2. Unit Information</b>	<p>Unit Street Address: _____</p> <p>Unit Number (#A, #1/2, etc): _____ Number of bedrooms: _____ Number of bathrooms: _____</p> <p>Total Number of Units on Property: _____</p>
<b>3. Initial Registration or Amended Registration?</b>	<p>Use this form to register a tenancy for the first time, OR to update/confirm information for an existing tenancy, as is required annually. I am (check one):</p> <p><input type="checkbox"/> Registering a tenancy for the first time</p> <p><input type="checkbox"/> Updating a previously registered tenancy in the unit</p> <p><input type="checkbox"/> Updating ONLY the rent information for a previously registered tenancy; all other previously registered information remains the same. (Fill out Part 4 - Rent/Occupancy Information, and then skip to Part 10 - Declaration and Signature.)</p> <p><input type="checkbox"/> Confirming that ALL previously submitted tenancy registration information remains unchanged. (Skip to Part 10 - Declaration and Signature.)</p>
<b>4. Rent and Occupancy Information</b>	<p>Tenancy Start Date: ____/____/____ Number of Occupants: _____</p> <p>Initial Rent: \$ _____ Current Rent: \$ _____</p> <p>Date of Last Rent Increase: ____/____/____ Amount of Last Rent Increase: \$ _____</p> <p>Is unit subsidized or otherwise assisted? <input type="checkbox"/> No <input type="checkbox"/> Yes Was RAP Notice provided? <input type="checkbox"/> No <input type="checkbox"/> Yes</p>
<b>5. Security Deposit Information</b>	<p>Total amount of security deposit collected at start of tenancy: \$ _____</p>

Unit Address \_\_\_\_\_

6. Housing Services Information	<b>Check the box next to all housing services paid for by property owner that are included with the rent:</b>		
	<input type="checkbox"/> Water <input type="checkbox"/> Electricity <input type="checkbox"/> Storage <input type="checkbox"/> Appliances <input type="checkbox"/> Other _____	<input type="checkbox"/> Refuse/Recycle <input type="checkbox"/> Parking <input type="checkbox"/> Internet	<input type="checkbox"/> Gas <input type="checkbox"/> Laundry Access <input type="checkbox"/> Sewer <input type="checkbox"/> NO SERVICES
7. Utilities Metering	<b>Please Indicate below whether utilities are individually metered, submetered or master metered:</b>		
	Water (check one): <input type="checkbox"/> Individually Metered <input type="checkbox"/> Submetered <input type="checkbox"/> Master metered Gas (check one): <input type="checkbox"/> Individually Metered <input type="checkbox"/> Submetered <input type="checkbox"/> Master metered Electricity (check one): <input type="checkbox"/> Individually Metered <input type="checkbox"/> Submetered <input type="checkbox"/> Master metered		
8. Tenant Information	<b>PLEASE NOTE:</b> Civil Code 1947.7(g) ensures the confidentiality of tenant names and other tenant information in accordance with the Information Practices Act of 1977. All tenant information supplied on this form will be treated as confidential information in accordance with the Information Practices Act of 1977. <b>To comply with O.M.C. § 8.22.510, tenant names must be provided.</b>		
	<b>Tenant Name:</b>	<b>Tenant Email Address:</b>	<b>Tenant Telephone (Optional):</b>
	1. _____	Email: _____	Tel.: _____
	2. _____	Email: _____	Tel.: _____
	3. _____	Email: _____	Tel.: _____
4. _____	Email: _____	Tel.: _____	
9. Prior Tenancy Information	<b>Ending Date of Prior Tenancy:</b> ____/____/____		
	<b>Reason That Prior Tenant Vacated:</b>		
	<input type="checkbox"/> Tenant moved out voluntarily <input type="checkbox"/> Tenant evicted due to nonpayment of rent, breach of lease, nuisance, etc. <input type="checkbox"/> Tenant evicted due to owner move-in, withdrawal from rental market, or substantial repairs <input type="checkbox"/> Other (please describe): _____		
10. Declaration and Signature	I have used all reasonable diligence in preparing this statement. I have reviewed the statement and to the best of my knowledge the information contained herein is true and complete. To the extent I was unable, despite the use of reasonable diligence, to ascertain the exact information to be reported, I have provided the most accurate approximation that I can based on information and belief where possible or, where such approximation is not feasible, I have stated that the information is unknown.		
	I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.		
	<b>I am the (check one):</b> <input type="checkbox"/> Owner <input type="checkbox"/> Manager		
	_____ <b>Signature</b> <span style="float: right;"><b>Print Name</b></span>		
	<b>Date:</b> ____/____/____ <b>Telephone:</b> _____ <b>Email:</b> _____		