Checklist of Information Required at Registration

Investor-Owned Residential Property Registration, Inspection, and Rehabilitation Program

- Subject property address and County Assessor's Parcel Number (APN)

    o To prevent data entry errors, a search tool will return the APN based on the address entered. The registrant is responsible for verifying the accuracy of the APN.

    o Parcel numbers are in the same format as used on the tax assessment statement provided by the county (e.g. # # # # # # # # # # #).

    o Address and APN research can be performed through the Alameda County website: https://propinfo.acgov.org/

    o If the registry APN lookup tool provides the wrong parcel number or "APN not found", please email IOPRegistration@oaklandca.gov for assistance.

- Seller's name and address, which can be found on the final settlement statement provided by escrow

- New owner's information

    o Name and primary contact if owner is a business entity

    o Address, phone number, and email of primary contact

    o Vesting/Method of Holding Title

- Property type, number of units, and current occupancy (i.e. "tenant occupied")

- Sale transaction details

    o Transfer date

    o Sale price, noting whether transfer was a short sale

    o Maintenance needs, substandard conditions, or unpermitted construction disclosed at the time of sale or financing

- Property conditions found upon inspection according to the City-provided checklist

- Details regarding planned rehabilitation or maintenance work and potential permit applications