



Rent Registration Information and FAQs

Why am I receiving this notice?

The Oakland City Council has established a rent registry in Oakland. Owners of residential rental properties were required to register their units' rent and tenancy information for the first time by July 3, 2023; they must renew registration annually by updating/confirming the registered tenancy information annually.

For 2025, owners must update/confirm their units' rent and tenancy information no later than **March 3, 2025**.

This is a new and separate requirement from payment of the annual RAP fee. No additional fee is associated with tenancy registration.

Alameda County records indicate that your property comprises at least one residential unit that is subject to the rent registration requirement when rented. If you are not renting out your unit, or if your unit is exempt for some other reason (see below), please claim your unit exempt as soon as possible to avoid receiving future registration communications.

What do I need to do?

Go to www.rentregistry.oaklandca.gov to register a unit for the first time, renew registration by updating/confirming existing tenancy information as required annually, and/or claim a unit exempt.

Please refer to the enclosed "Quick Guide to Online Registration" for instructions. You will need to create a user account and use the Parcel Number (Parcel #) and PIN information provided in the "Registration Notice" cover letter to add the property to your user account.

Owners/managers are strongly encouraged to register their properties online. However, registration forms are available for download. Go to www.rentregistry.oaklandca.gov and select "**Rent Registry Info and FAQs.**" You may also contact the RAP directly via phone or email to request registration forms.

What types of units need to be registered?

A residential rental unit must be registered if it is subject to the Rent Adjustment Program (RAP) Fee. Units subject to this fee are those covered by the Rent Adjustment Ordinance **and/or** Just Cause for Eviction Ordinance. These units include the following, which must be registered when **rented or available for rent**:

- **Units in multifamily properties (2+ units)** built prior to 2015;
- **Single-family homes and condominiums** built prior to 2015;
- **Accessory Dwelling Units (ADUs), junior ADUs, in-law units, cottages**, or other additional dwelling units that meet any of the following criteria:
 - Unit was created as a result of conversion/rehabilitation of existing space built prior to April 1, 2015;
 - Unit is ground-up new construction (i.e., **not** created as a result of conversion/rehabilitation of existing space) that received a Certificate of Occupancy prior to April 1, 2015; or
 - Unit has not received a Certificate of Occupancy.
- **Single-room occupancy, boarding/rooming houses, or tourist homes** where tenancy is longer than 30 days;
- **Units where owner rents out rooms on an individual lease agreement** for longer than 30 days. Includes units where owner shares kitchen or bath with tenant; or
- **Vehicular residential facilities (VRF)**, such as recreational vehicles or tiny homes on wheels, where the occupant is renting the VRF and/or the space on which it is located.

NOTE: Units occupied by tenants receiving the Section 8 Housing Choice voucher or other rent subsidy must be registered.

250 Frank H. Ogawa Plaza, Suite 5313
Oakland, CA 94612
(510) 238-3721 | rentregistry@oaklandca.gov



What types of units do NOT need to be registered?

The following units may be claimed exempt from the registration requirement:

- Fully owner-occupied units (owner does not rent out individual rooms);
- Units/properties that are ground-up new construction (i.e., not created as a result of conversion/ rehabilitation of existing space) and have received a Certificate of Occupancy issued on or after April 1, 2015;
- Hotels, motels, or tourist homes where the occupancy is less than 30 days;
- Hospitals, healthcare facilities, and residential treatment programs;
- Units that are vacant and unavailable for rent for the entire fiscal year (July 1, 2024 – June 30, 2025);
- Units provided to assist homeless individuals transitioning to permanent housing; occupancy cannot be more than 24 months, and the occupant must be informed of the temporary nature of the housing; or
- Properties that are owned or operated by a public entity such as the City of Oakland, the Oakland Housing Authority, or the Oakland Redevelopment Successor Agency.

I am no longer the owner of this property. What should I do?

If you no longer own this property, please inform the RAP via email at rentregistry@oaklandca.gov. Be sure to provide the rental property address and Parcel Number (Parcel #) as listed in the “Registration Notice” cover letter.

I need help!

RAP is supporting owners and managers who need to register their units in the following ways:

- 1) **Counseling Sessions for Rent Registry.** Live counseling sessions will take place weekly beginning January 8, 2025, as listed below:

Wednesdays: 10 am – 11:30 am

To join: Go to the RAP home page at www.oaklandca.gov/RAP during the scheduled timeframes and click on the “**Click Here**” link at the top of the webpage.

- 2) **“How To Register” Workshops.** The RAP will host the following evening workshops to help owners and managers navigate the rent registration process:

January 15th: 5:30 pm – 7 pm

February 5th: 5:30 pm – 7 pm

February 26th: 5:30 pm – 7 pm

January 29th: 5:30 pm – 7 pm

February 19th: 5:30 pm – 7 pm

To register for a workshop, go to the RAP’s homepage at www.oaklandca.gov/RAP and click on “**Workshops.**”

- 3) **In-Person Appointments.** The RAP will offer in-person registration assistance **by appointment only** beginning January 14, 2025, through March 3, 2025, during the hours listed below:

Appointment Hours: Tuesdays & Thursdays, 10 am – noon; 1 pm – 3 pm

Location: 250 Frank Ogawa Plaza, 1st Floor

To request an appointment: email rentregistry@oaklandca.gov, call (510) 238-3721, or go to <https://apps.oaklandca.gov>.