



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 update/confirm the registered tenancy information annually.

For 2024, owners must update their units' rent and tenancy information no later than **July 1, 2024**.

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 of 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, update/confirm 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 2014;
- **Single-family homes and condominiums** built prior to 2014;
- **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, 2014;
 - 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, 2014; 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.



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, 2014;
- 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, 2023 – June 30, 2024);
- 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 having trouble accessing the website and registering. What do I do?

Please be advised that the rent registry portal is best accessed on a desktop computer. The website may not be user friendly on a mobile device such as a phone or tablet. If you have trouble registering on a non-computer device, please call 510-238-3721, option 2, or email us at rentregistry@oaklandca.gov for assistance.

Please note: The RAP can also send you paper registration forms via U.S. mail. If you want paper forms sent to you, you can make your request via phone at 510-238-3721, option 2, or via email at rentregistry@oaklandca.gov. Please provide your name and mailing address, making sure to spell out the street name, the address of your rental property, and how many of each form you need.

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!

The 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 twice weekly beginning April 29, 2024, through July 1, 2024, on the days/times listed below:

Mondays	10 am – 11:30 am	Wednesdays	10 am – 11:30 am
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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:

May 15:	5:30 pm – 7 pm	June 5:	5:30 pm – 7 pm
May 29:	5:30 pm – 7 pm	June 12:	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 May 2, 2024, through July 1, 2024, 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, or call (510) 238-3721, option 2.