



**CITY OF OAKLAND**  
**RENT ADJUSTMENT PROGRAM**  
 250 Frank H. Ogawa Plaza, Suite 5313  
 Oakland, CA 94612  
 Tel: (510) 238-3721  
 Email: [rentregistry@oaklandca.gov](mailto:rentregistry@oaklandca.gov)

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

**Owners Must Register All Units Subject to RAP Fee (OMC § 8.22.510). Use this form to:**

- Register a rental property/unit for the first time under OMC § 8.22.510
- Update ownership/mailling information
- Claim a property/unit exempt

**To fully register a property, owners must complete: 1) Property Registration Form; AND 2) a Tenancy Registration Form for EACH tenant-occupied, covered unit.**

**For instructions on completing this form and for more information on which units must be registered/claimed exempt, please see "Instructions for Completing Property Registration Form."**

**1. Rental Property Address (as shown on Alameda County tax bill):**

\_\_\_\_\_ Oakland, CA 946\_\_\_\_\_

**2. TOTAL number of residential units on property, including exempt residential units.**  
 See "Instructions for Completing Property Registration Form" for more information on residential units and exemptions.

\_\_\_\_\_

**3. Year Property Built:**

**4. Assessor Parcel Number (APN):**

**5. Date of Purchase or Title Transfer:**

**6. Owner Name(s). The names of ALL owners of record, plus percentage share, must be listed below:**

Name: \_\_\_\_\_ Ownership %: \_\_\_\_\_ Name: \_\_\_\_\_ Ownership %: \_\_\_\_\_

Name: \_\_\_\_\_ Ownership %: \_\_\_\_\_ Name: \_\_\_\_\_ Ownership %: \_\_\_\_\_

**7. Owner Mailing Address**

Owner Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Street Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**8. Agent / Manager Mailing Address:**

Company Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Street Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**9. Send all RAP Registration mailings to (check one):**

Owner  Agent/Manager

## 10. Register a Unit

This section must be completed to register all units subject to the Rent Adjustment Program (RAP) Fee that are rented or available for rent. For more information on which units must be registered under O.M.C. § 8.22.510, see “Instructions for Completing Property Registration Form.”

**Please list ALL units that are subject to the RAP fee below.** If more space is needed, attach a separate piece of paper with the requested information. If you wish to claim a unit exempt from the registration requirement, go to Section 11.

**In addition to listing units below, EACH tenant-occupied unit will require its own RAP Tenancy Registration Form.**

If you have questions about which units need to be registered, please contact a RAP Housing Counselor at (510) 238-3721.

Unit Street Address (e.g., 123 Main Street)	Unit Number (e.g., #A, #1/2, #UPPER)	Year Unit Built (If different from Year Property Built. If unknown, leave blank.)	Certificate of Occupancy Date for Unit (If different from Year Property Built)	Unit Is Ground Up New Construction? (Y/N/Unknown)	Date Current Tenancy Started <u>OR</u> Date Unit Became Available for Rent (if vacant)
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

**EACH tenant-occupied unit subject to the RAP fee requires a RAP Tenancy Registration Form.**

## 11. Claim an Exemption

Please list all units that qualify for exemption. Please refer to “Instructions for Completing Property Registration Form” for more information on exemption(s) that you may qualify for, as well as required documentation. If your unit qualifies for an exemption, please list the unit address below, the exemption type, and the date that the unit became exempt OR attach a separate sheet. Additional documentation may be requested for any exemption claim. All claims of exemption are subject to verification. Exempt units do NOT require a RAP Tenancy Registration Form.

If you have questions about exemptions, please contact a RAP Housing Counselor at (510) 238-3721.

Unit Street Address	Unit Number or Name	No. of Bedrooms	No. of Bathrooms	Exemption Type (See instructions)	Exemption Start Date
1.					
2.					
3.					
4.					
5.					
6.					

**12. I declare under penalty of perjury that to my knowledge all information contained on this application is true and correct.**

Print Name:

Signature:

Date:



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**RENT ADJUSTMENT PROGRAM (RAP)**  
**INSTRUCTIONS FOR COMPLETING**  
**PROPERTY REGISTRATION FORM**

 REGISTER ONLINE: [www.rentregistry.oaklandca.gov](http://www.rentregistry.oaklandca.gov)

**To fully register a property, owners must complete: 1) Property Registration Form; AND 2) a Tenancy Registration Form for EACH tenant-occupied, covered unit.**

**If you have questions on how to complete the Property Registration Form, please contact a RAP Housing Counselor at (510) 238-3721 or via email at [rentregistry@oaklandca.gov](mailto:rentregistry@oaklandca.gov).**

1. Enter the address of the rental property as shown on your Alameda County property tax bill OR as shown on the registration letter sent to property owners in May 2023.
2. Enter the TOTAL number of residential rental units and/or rooms on the property, including exempt units. **See Sections #10 and #11 for more information on which units/rooms are covered by or exempt from the RAP Fee.**
3. Enter the year that the property was built (if known).
4. Enter the Alameda County Assessor's Parcel Number (APN); this information is your Alameda County property tax bill. It is also provided on the registration letter sent to property owners in May 2023. If you did not receive a letter or do not know the APN, please contact Oakland Rent Adjustment Program (RAP) for assistance.
5. Provide the date that the current owner obtained the property.
6. Enter the names of ALL rental property owner name(s) as shown on your Alameda County property tax bill.
7. Provide the owner name, an owner contact name, mailing address, telephone number, and email address for the current owner.
8. If applicable, provide the name, contact name, mailing address, telephone number, and email address for the property manager or owner representative.
9. Select **either** one owner or agent to receive all registration-related correspondence from Oakland RAP. Check only ONE box.
10. **REGISTER A UNIT.** The following units/rooms are subject to the RAP Fee and must be registered when tenant-occupied or available for rent. **A Tenancy Registration Form must be completed for EACH tenant-occupied unit subject to the RAP Fee.** A Tenancy Registration Form does NOT have to be completed for exempt units (see Section #11).
  - **Units in multifamily (2+ units) properties built prior to April 1, 2013.** A multifamily property is ANY property with 2 or more dwelling units. Includes single-family homes that also have an additional dwelling unit (ADU), junior ADU, "in-law", cottage unit, or any other additional residential dwelling unit(s).
  - **Rented ADUs, junior ADUs, in-law, cottage units that meet any of the following conditions:**
    - 1) The unit was created from existing residential space in a dwelling unit that was built prior to April 1, 2013.
    - 2) The unit is ground-up new construction AND received a Certificate of Occupancy prior to April 1, 2013.  
Please provide the year the Certificate of Occupancy was issued.
    - 3) The unit has not received a Certificate of Occupancy.
  - **Condominium units** built prior to April 1, 2013.
  - **Single-family residences** built prior to April 1, 2013.
  - **Single-Room Occupancy** (boarding or rooming house, hotel, tourist house) in properties built prior to April 1, 2013, where the tenancy is longer than 30 days.



**10. REGISTER A UNIT** (cont.)

- **Individually rented rooms in a single-family home**, where the owner is renting out the rooms under individual lease agreements. Each room rented under an individual lease agreement must be registered as a separate dwelling unit if the tenancy is longer than 30 days. Includes owner-occupied properties where owner shares kitchen or bath with tenants.
- **Vehicular Residential Facilities (VRFs), such as recreational vehicles (RVs) or tiny homes on wheels**, where the occupant 1) rents the VRF and the space where the VRF is located, or 2) rents only the space where the VRF is located.

**11. CLAIM AN EXEMPTION.** The following rental units are exempt from the RAP Fee. All exemption claims are subject to verification. **A Tenancy Registration Form DOES NOT have to be filed for exempt units.**

- **Owner-Occupied:** Units that are fully owner-occupied (i.e., no space in the unit is rented in exchange for occupancy). Attach proof of residency such as utility bill, photo ID, voter ID, or medical record. Provide date owner moved into the unit.
- **Hotel:** An accommodation in a motel, hotel, inn, tourist house, or rooming house or boarding house that is not occupied by the same tenant for thirty (30) or more consecutive days.
- **Unavailable for Rent:** Units that are vacant and unavailable for rent for the entire fiscal year (July 1st-June 30th). Please attach explanation for why unit is not on the rental market. Provide date unit became vacant.
- **Occupied Rent Free:** Occupant does not provide rent or service(s) in exchange for occupancy. Provide date occupant moved into the unit.
- **Hospital/Treatment:** Hospitals and healthcare facilities. Includes nonprofit-owned treatment facilities where the occupancy is contingent on the tenant's participation in a residential treatment program.
- **Transitional Homeless:** Nonprofit-owned temporary housing provided to assist unhoused persons transition to permanent housing.
- **New Construction:** Any unit or property which is ground-up new construction and has received a Certificate of Occupancy on or after April 1, 2013. To qualify for this exemption, please attach a copy of the Certificate of Occupancy issued on or after April 1, 2013, or a Certificate of Exemption issued by RAP on or after December 30, 2022, certifying that the property is exempt from both the Rent Adjustment Ordinance and the Just Cause Ordinance. Note: Certificate of Occupancy **MUST** be for ground-up new construction and not for a unit created from existing residential space.
- **Publicly Owned/Operated:** Includes any property owned/operated by the City of Oakland, Redevelopment Agency of the City of Oakland, or Oakland Housing Authority. Please attach proof of ownership.

**12. Declaration and Signature.** Owner or owner's designated agent/representative must sign and date the form.

**How to Submit Registration Forms:**

A **Tenancy Registration Form** is required for **EACH** occupied unit that is subject to the RAP Fee. Completed Property Registration Forms and Tenancy Registration Forms may be submitted to the Rent Adjustment Program as follows:

**Email:** [rentregistry@oaklandca.gov](mailto:rentregistry@oaklandca.gov)

**U.S. Mail:** City of Oakland Rent Adjustment Program  
250 Frank H. Ogawa Plaza, Ste. 5313  
Oakland, CA 94612