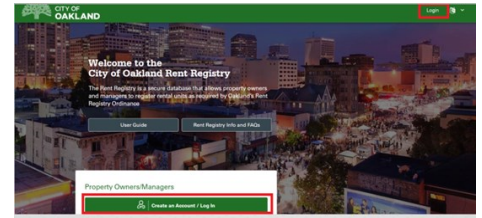


# Quick Guide to Annual Registration Renewal



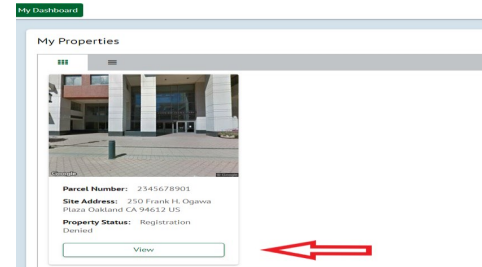
## 1) Login To Your Account

- Go to the Rent Registry at [www.rentregistry.oaklandca.gov](http://www.rentregistry.oaklandca.gov)
- Select “Create an Account/Log In.”
- Log in using your email username and password.



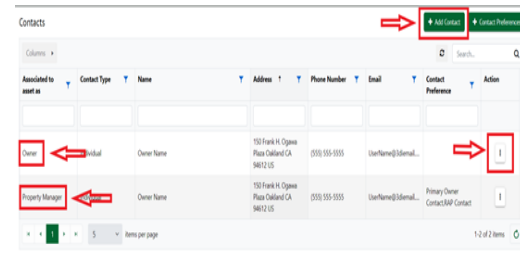
## 2) View Property Page

- After logging in, you will go to the “My Properties” dashboard, which will list all properties that you have added to your account. You are required to renew and submit registration for ALL properties with units that are covered by the registration requirement.
- Go to the property tile for the property you wish to register, and click on the “View” button.



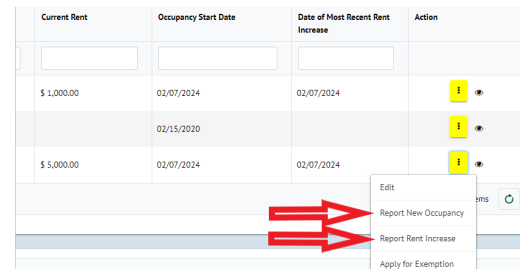
## 3) Review/Update Contact Information

- Scroll down to “Contacts” to review the owner/manager contact information.
- To edit the “Owner” or “Property Manager” contact information, click on the square at the far righthand side of the screen and select “Edit.”
- To add a new owner contact or a property manager contact, select “Add Contact.”
- Click on “Contact Preferences” to update which contact should receive future RAP mailings.



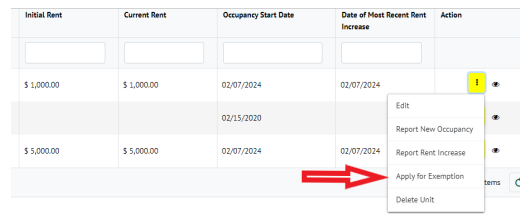
## 4) Review/Update Unit Inventory

- Review all registered unit information in the Unit Inventory.
- **If there are no changes:** Go to **Step 6** to submit your property for registration.
- **If there are changes in occupancy or rent:** Click on the yellow “Action” button at the far right side of the row for the unit you wish to update.
- **To report a new tenancy or any other change in occupancy type:** Select “Report New Occupancy.” If the new occupant is an owner or rent free occupant, you may claim the unit exempt (see Step 5).
- **To report a rent increase for an existing tenant:** Select “Report Rent Increase.”



## 5) Claim an Exemption:

- Go to Unit Inventory and click on **yellow “Action”** button at the far righthand side of row for unit you wish to exempt.
- Select “Apply for Exemption.”
- Select reason for exemption and upload any required documentation.
- Fill out required fields and select “Submit.”
- Go to **Step 6**.



## 6) Submit Rent Registration

- Go to top or bottom of property’s page and select the **blue “Action”** button.
- Select “Submit Rent Registration.” Fill out required fields and submit. You will receive a confirmation email from RAP after submission.

