

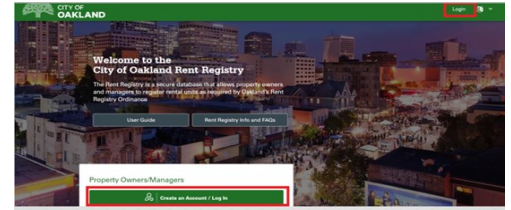


# Quick Guide to Registration

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

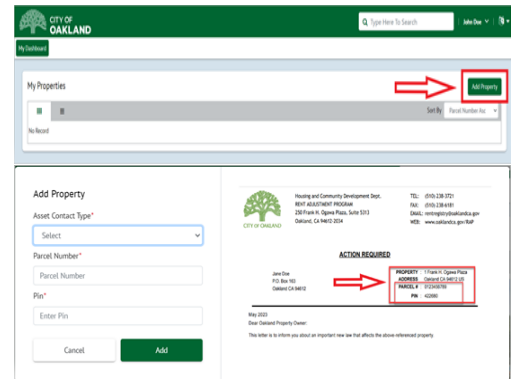
## 1) Create an Account

- Go to the Rent Registry at [www.rentregistry.oaklandca.gov](http://www.rentregistry.oaklandca.gov).
- Select “Create an Account/Log In.”
- Select “Register.”
- Create username and password, and then select “Register Now.”
- A validation link will be sent to the email address provided as your username. Go to your email and click on validation link to complete login process.



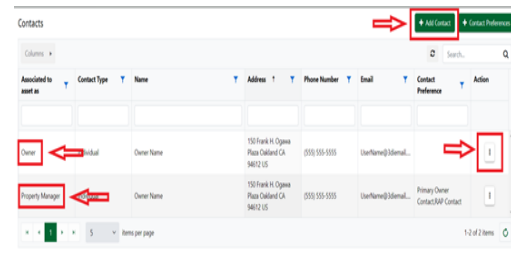
## 2) Add a Property

- After creating an account, owners/managers can add properties to their user profiles. To add a property, you will need the Parcel Number and PIN combination for EACH property you wish to add. The Parcel Number and PIN are provided in the “Registration Notice” cover letter of this packet. (Owners of multiple properties will receive one mailing for **each** property they own.)
- Click on “Add Property” in upper righthand corner of screen.
- Enter Parcel Number (Parcel #) and PIN from cover letter for property you are adding and select “Add.”
- Select property on owner’s dashboard and click on “View” to go to property page.



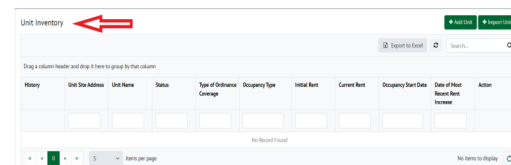
## 3) Edit Contact Information/Add Property Manager

- 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.”
- **You must add one “Property Manager” contact to claim an exemption and/or submit the property for registration. If there is no property manager, provide the owner’s information for the property manager contact.**
- Click on “Contact Preferences” to identify which contact should receive future RAP mailings.



## 4) Update Unit Inventory

- Scroll down to “Unit Inventory.” If there are no units listed in the “Unit Inventory” section, go to **Step 5** for instructions on how to add units to the Unit Inventory.
- If all units on the property have already been added to the Unit Inventory, go to **Step 7** for instructions on how to review/update registered tenancy information.



## 5) Add Units

**NOTE:** If a property has more than one street address, the additional street addresses must be added to the property PRIOR to adding the unit. Go to “Address” at top of Property Page and select “Add” to add any additional street addresses for the property. **Before a unit can be claimed exempt, it MUST FIRST BE ADDED to the Unit Inventory.**

