



• FORM RP-221 (A) •
Rent Registry Initial Registration Form

Contact us if you need translation services or reasonable accommodations due to disabilities.

PURPOSE

A landlord may use this form to submit rental property information to meet requirements set forth in the Alameda Municipal Code, section 6-58.55.

PROCEDURE

After staff reviews the submission for compliance with the City's Rent Ordinance, staff will determine the Apparent Lawful Rent Ceiling. Annually, staff will provide the determination of the Apparent Lawful Rent Ceiling to Landlords and Tenants. Landlords are to provide documentation to attest unit is rented to a rent-subsidized tenant.

FOR YOUR INFORMATION

This form becomes a public record when submitted and is subject to disclosure.

Rental Property Information

1. Assessor Parcel Number (APN): _____
2. Rental Property Primary Address: _____
3. When was the property purchased: _____ / _____
Month / Year
4. Year property was built: _____
5. Number of Rental Units: _____

Owner Information

6. Name(s): _____
If the owner is a Trust, LLC, Corporation or Partnership, provide the names(s) of the Trustee(s)/CEO/Managing Partner.
7. Business Name: _____
8. Mailing Address: _____
9. Phone: _____
10. Email: _____

Owner Information

11. Owner Type (*Select one*):

- Individual
- Married Couple
- Trust, other than a real estate investment trust
- Real estate investment trust as defined in Section 856 of the Internal Revenue Code
- Limited Liability Company (LLC) in which no member is a corporation
- Limited Liability Company (LLC) in which at least one member is a corporation
- Corporation or Partnership

12. Would you like the property manager to receive registration and payment notifications? Yes ____ No ____

13. Would you like to sign-up for program e-newsletters? Yes ____ No ____

Property Manager Information

14. Name(s): _____ 15. Business Name: _____

16. Mailing Address: _____

17. Phone: _____ 18. Email: _____

Unit Registration

INSTRUCTIONS

For each rental unit, please complete form **RP-221C** "Tenancy Registration", or please submit unit registration online in the Rent Registry once you have received a PIN from program staff. To request a unit exemption for any unit that qualifies, please submit form **RP-221D**. Please also note that an annual registration statement is required under the Rent Ordinance.

Signature

Declaration: I (we) declare under penalty of perjury under the laws of the State of California that the contents of the foregoing application and all attachments and accompanying documents are true, correct, and complete.

Owner Name (Print)

Date

Owner Signature