



City of Alameda Rent Program  
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## • FORM RP-215 •

### Landlord Submission to Report a Change in Ownership

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

#### **PURPOSE**

Rent Control Ordinance Regulation 20-01 requires purchasers of rental units that are not exempt from rent control under state law to provide written notice within 30 days of the close of escrow that a rental unit has been transferred, the rent at close of escrow, and the purchaser's name and contact information. The requirement applies to multi-unit properties built prior to February 1, 1995. (Owners of single-family homes, condominiums, and townhomes used as rental units, as well as newer multi-unit properties, are not required to notify the Rent Program of a transfer of ownership but are strongly encouraged to do so.) Staff will use the information on this form to update the Rent Registry, assign the Assessor's Parcel Number (APN) to the new owner, and provide the new owner with an introductory letter.

#### **INSTRUCTIONS**

Landlords/purchasers are required to fill out this form and file it with the Rent Program (via email, mail, or fax) within 30 calendar days of the close of escrow.

Alternatively, landlords/purchasers who previously set up a Rent Registry account and associated it with the APN may submit the required information online. To report new property ownership, log on at <https://www.alamedarentprogram.org/Rent-Registry>, navigate to the APN's page, and click the blue "PROPERTY ACTIONS" button in the upper right corner.

### Contact Information

#### **Seller Information:**

Name(s): \_\_\_\_\_

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

#### **Buyer Information:**

Name(s): \_\_\_\_\_

Mailing Address (required): \_\_\_\_\_

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

## Property Information

Primary Property Address or APN: \_\_\_\_\_

Date of Ownership Transfer: \_\_\_ / \_\_\_ / \_\_\_\_\_

Fill in the unit name and occupant for each unit on the property, and the monthly rent, start date of tenancy, and date of last rent increase for any tenant-occupied units.

Unit Name (example: Unit A, Unit B, etc.)	Occupant at Close of Escrow (check one)	<i>Required for tenant-occupied units</i>		
		Monthly Rent at Close of Escrow	Start Date of Tenancy	Date of Last Rent Increase
	<input type="checkbox"/> Tenant <input type="checkbox"/> Rent-subsidized tenant <input type="checkbox"/> Owner <input type="checkbox"/> Property Manager <input type="checkbox"/> Vacant	\$	___ / ___ / ___	___ / ___ / ___
	<input type="checkbox"/> Tenant <input type="checkbox"/> Rent-subsidized tenant <input type="checkbox"/> Owner <input type="checkbox"/> Property Manager <input type="checkbox"/> Vacant	\$	___ / ___ / ___	___ / ___ / ___
	<input type="checkbox"/> Tenant <input type="checkbox"/> Rent-subsidized tenant <input type="checkbox"/> Owner <input type="checkbox"/> Property Manager <input type="checkbox"/> Vacant	\$	___ / ___ / ___	___ / ___ / ___
	<input type="checkbox"/> Tenant <input type="checkbox"/> Rent-subsidized tenant <input type="checkbox"/> Owner <input type="checkbox"/> Property Manager <input type="checkbox"/> Vacant	\$	___ / ___ / ___	___ / ___ / ___
	<input type="checkbox"/> Tenant <input type="checkbox"/> Rent-subsidized tenant <input type="checkbox"/> Owner <input type="checkbox"/> Property Manager <input type="checkbox"/> Vacant	\$	___ / ___ / ___	___ / ___ / ___

If the property has more than five units, please attach additional sheets.

## Declaration

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and this Declaration was made on \_\_\_\_\_, 20\_\_\_\_\_, at \_\_\_\_\_, California.

Signature \_\_\_\_\_

Print Name \_\_\_\_\_ Date \_\_\_\_\_