

## **Oakland Municipal Code Chapter 8.54**

### **Checklist of Information Required at Registration:**

- **Subject Address including parcel number**
  - Parcel numbers are in this format: # # # # # # # #  
#s = numbers only; in most cases leading 0s are omitted  
X = letter only in limited cases  
Alameda County APN search: <https://propinfo.acgov.org/>  
If the registry APN lookup tool provides the wrong parcel number or “APN not found”, please email [foreclosednodregistrations@oaklandca.gov](mailto:foreclosednodregistrations@oaklandca.gov)
- **Property Management Company**
  - Name and Contact information
  - 24 hour-emergency contact phone number
  - Certification type
  - Oakland Business License
  - *See the following website to obtain an Oakland business license:*  
<https://www.oaklandca.gov/services/apply-for-a-business-license-online>
- **Bank/Lender and Owner’s Name and Contact Information**
- **Alameda County Recorder’s Office Document**
  - Type (Notice of Default or Real Estate Owned)
  - Number (Y Y Y Y - # # # # #) Note : YYYY = Year recorded  
*The document number can be researched through the Alameda County website by entering the recorded document number for the Deed of Trust that is in default:*  
<http://www.acgov.org/auditor/clerk/propertysearch.htm>
- **Servicer Information**, if applicable. For Bank-owned properties with no servicer, please re-enter the lender/trustee information.
- **Results of initial inspection** (to be conducted within 30 days of recorded NOD or REO)
  - Is property vacant or lawfully occupied? Is occupant a tenant (i.e. renter) or owner?
  - Property status: certification of inspection findings such as  
(see PDF “Inspection, Maintenance and Security Requirements”):
    - Exterior blight conditions exist
    - Habitability standards not met
    - Openings not secured
    - Unapproved activities
    - Utility service not available
  - Property Management Plan
    - Who will be conducting regular inspections?
    - When will those inspections occur (e.g.: for monthly inspections—“every first Tuesday” OR for weekly inspections “weekly on Fridays”)?
    - Update all aspects of Property Status (see “Inspection Findings” on last page)
    - Who will be maintaining property and what is the frequency of that maintenance?
- **Payment of annual registration fee of \$959<sup>1</sup>** (except for Occupied NOD properties).

<sup>1</sup> The registration fee increased to \$914 effective 7/1/2023.