



# Quick Guide to Rent Registration



## 5) Add Units (Continued)

- Click **"Add Unit"** to add each unit to the Unit Inventory.
- After clicking on **"Add Unit"**: Go to **"Associate To: Site Address,"** and use drop-down menu to choose the unit's street address. Enter the unit number or name. If the unit **ONLY** has a street address, select **"No Unit Number."**
- Property Type:** Select the type of property the unit is in.
- Year Property Built:** Indicate whether the unit you are registering was built in the **same year** the property was built as reflected in Alameda County records. If you do not know, select **"Unknown."**
- Occupant Type.** NOTE: If you select Tenant or Rent Subsidized Tenant, you will be prompted to register the tenant's tenancy information. Complete all fields to the best of your knowledge and ability. When complete, click on **"Submit"** button.
- Repeat the "Add Unit"** process until **all units** on property are added.
- NOTE: For properties with 10 or more units:** You may click on the **"Import Units"** button to download a formatted Excel spreadsheet which will allow you to upload tenancy data. Instructions for use are on the spreadsheet's first tab. After you have completed the spreadsheet with all of the requested information, you may upload the saved spreadsheet by again clicking on the **"Import Units"** button in the Unit Inventory.
- To claim an exemption, go to **Step 6**. If there are no exemptions, go to **Step 8**.

## 6) 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."**
- Repeat process for any other unit(s) you wish to claim exempt.
- Go to **Step 8**.

Initial Rent	Current Rent	Occupancy Start Date	Date of Most Recent Rent Increase	Action
\$ 1,000.00	\$ 1,000.00	02/07/2024	02/07/2024	
		02/15/2020		
\$ 5,000.00	\$ 5,000.00	02/07/2024	02/07/2024	

## 7) Review and Update Unit Inventory

- Review all registered unit information in the Unit Inventory.
- If there are no changes:** Go to **Step 8** 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 other change in occupancy):** Select **"Report New Occupancy."** If the new occupant is an owner or rent free occupant, you may also claim the unit exempt (see Step 6).
- To report a rent increase for an existing tenant:** Select **"Report Rent Increase."**

Current Rent	Occupancy Start Date	Date of Most Recent Rent Increase	Action
\$ 1,000.00	02/07/2024	02/07/2024	
	02/15/2020		
\$ 5,000.00	02/07/2024	02/07/2024	

## 8) Submit Rent Registration

- Go to top of property page and select the **blue "Submit Rent Registration"** button. Fill out all required fields and submit; you will receive a confirmation email from RAP after submission. **NOTE: A valid Business Tax Account number is REQUIRED to complete rent registration for all rental properties.** If you do not have a Business Tax Account, contact the **Oakland Business Tax Office** for assistance at (510) 238-3704, or via email at [btwebsupport@oaklandca.gov](mailto:btwebsupport@oaklandca.gov).