



**City of Oakland**  
**Rent Adjustment Program**  
250 Frank Ogawa Plaza, Suite 5313  
Oakland, CA 94612  
Tel: (510) 238-3721  
Email: [rentregistry@oaklandca.gov](mailto:rentregistry@oaklandca.gov)

## RENT ADJUSTMENT PROGRAM (RAP)

### TENANCY REGISTRATION FORM

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

<b>1: Which Units Need To Be Registered With a Tenancy Registration Form?</b>	<p>All tenancies in residential rental units subject to the Rent Adjustment Program (RAP) Fee must be registered annually with the RAP by March 1st (O.M.C. § 8.22.510). To register a covered property/unit fully, owners must complete 1) one Property Registration Form for each property and 2) one Tenancy Registration Form for EACH tenant-occupied, covered unit on that property.</p> <p>Use this form to register a tenancy in a covered unit for the first time or to update/confirm information for an existing tenancy.</p> <p><b>Do not complete this form for units that are exempt.</b> Exempt units include: 1) Fully owner-occupied units, 2) Units that are ground-up new construction and not created from existing space AND have received a Certificate of Occupancy within the past 10 years, or 3) Units rented for less than 30 days.</p> <p>For more information on which units are covered by the registration requirement and which units are exempt, please refer to the Property Registration Form.</p>
<b>2: Unit Information</b>	<p>Unit Street Address: _____</p> <p>Unit Number (#A, #1/2, etc): _____ Number of bedrooms: _____ Number of bathrooms: _____</p> <p>Total Number of Units on Property: _____</p>
<b>3: Initial Registration or Amended Registration?</b>	<p>Use this form to register a tenancy for the first time OR to update/confirm information for an existing tenancy, as is required annually. I am (check one):</p> <p><input type="checkbox"/> Registering a tenancy for the first time. (Fill out ALL sections.)</p> <p><input type="checkbox"/> Updating the rent information for a previously registered tenancy. (Fill out Part 4: Rent/Occupancy Information and then skip to Part 10: Declaration and Signature.)</p> <p><input type="checkbox"/> Registering a vacant unit. (Fill out Part 9: Prior Tenancy Information, and Part 10: Declaration and Signature.)</p> <p><input type="checkbox"/> Confirming that ALL previously submitted tenancy registration information remains unchanged. (Fill out Part 10: Declaration and Signature.)</p>
<b>4: Rent and Occupancy Information</b>	<p>Tenancy Start Date: ____/____/____ Number of Occupants: _____</p> <p>Initial Rent: \$_____ Current Rent: \$_____</p> <p>Date of Last Rent Increase: ____/____/____ Amount of Last Rent Increase: \$_____</p> <p>Is unit subsidized or otherwise assisted? <input type="checkbox"/> No <input type="checkbox"/> Yes Was RAP Notice provided? <input type="checkbox"/> No <input type="checkbox"/> Yes</p>
<b>5: Security Deposit Information</b>	<p>Total amount of security deposit collected at start of tenancy: \$_____</p>

Unit Address: \_\_\_\_\_

<b>6: Housing Services Information</b>	<p><b>Check the box next to all housing services paid for by property owner that are included with the rent:</b></p> <table border="0"><tr><td><input type="checkbox"/> Water</td><td><input type="checkbox"/> Refuse/Recycle</td><td><input type="checkbox"/> Gas</td></tr><tr><td><input type="checkbox"/> Electricity</td><td><input type="checkbox"/> Parking</td><td><input type="checkbox"/> Laundry Access</td></tr><tr><td><input type="checkbox"/> Storage</td><td><input type="checkbox"/> Internet</td><td><input type="checkbox"/> Sewer</td></tr><tr><td><input type="checkbox"/> Appliances</td><td><input type="checkbox"/> Other _____</td><td><input type="checkbox"/> NO SERVICES</td></tr></table>	<input type="checkbox"/> Water	<input type="checkbox"/> Refuse/Recycle	<input type="checkbox"/> Gas	<input type="checkbox"/> Electricity	<input type="checkbox"/> Parking	<input type="checkbox"/> Laundry Access	<input type="checkbox"/> Storage	<input type="checkbox"/> Internet	<input type="checkbox"/> Sewer	<input type="checkbox"/> Appliances	<input type="checkbox"/> Other _____	<input type="checkbox"/> NO SERVICES			
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<b>7: Utilities Metering</b>	<p><b>Please Indicate below whether utilities are individually metered, submetered or master metered:</b></p> <p>Water (check one):    <input type="checkbox"/> Individually Metered    <input type="checkbox"/> Submetered    <input type="checkbox"/> Master metered</p> <p>Gas (check one):        <input type="checkbox"/> Individually Metered    <input type="checkbox"/> Submetered    <input type="checkbox"/> Master metered    <input type="checkbox"/> N/A</p> <p>Electricity (check one): <input type="checkbox"/> Individually Metered    <input type="checkbox"/> Submetered    <input type="checkbox"/> Master metered</p>															
<b>8: Tenant Information</b>	<p><b>PLEASE NOTE:</b> Civil Code 1947.7(g) ensures the confidentiality of tenant names and other tenant information in accordance with the Information Practices Act of 1977. All tenant information supplied on this form will be treated as confidential information in accordance with the Information Practices Act of 1977.</p> <p><b>To comply with O.M.C. § 8.22.510, tenant names must be provided.</b></p> <table border="0"><thead><tr><th>Tenant Name:</th><th>Tenant Email Address:</th><th>Tenant Telephone (Optional):</th></tr></thead><tbody><tr><td>1. _____</td><td>Email: _____</td><td>Tel.: _____</td></tr><tr><td>2. _____</td><td>Email: _____</td><td>Tel.: _____</td></tr><tr><td>3. _____</td><td>Email: _____</td><td>Tel.: _____</td></tr><tr><td>4. _____</td><td>Email: _____</td><td>Tel.: _____</td></tr></tbody></table>	Tenant Name:	Tenant Email Address:	Tenant Telephone (Optional):	1. _____	Email: _____	Tel.: _____	2. _____	Email: _____	Tel.: _____	3. _____	Email: _____	Tel.: _____	4. _____	Email: _____	Tel.: _____
Tenant Name:	Tenant Email Address:	Tenant Telephone (Optional):														
1. _____	Email: _____	Tel.: _____														
2. _____	Email: _____	Tel.: _____														
3. _____	Email: _____	Tel.: _____														
4. _____	Email: _____	Tel.: _____														
<b>9: Prior Tenancy Information</b>	<p><b>Ending Date of Prior Tenancy:</b> ____/____/____</p> <p><b>Reason That Prior Tenant Vacated:</b></p> <p><input type="checkbox"/> Tenant moved out voluntarily.</p> <p><input type="checkbox"/> Tenant evicted due to (<i>check one</i>): <input type="checkbox"/> Nonpayment of rent; <input type="checkbox"/> Lease violation; <input type="checkbox"/> Nuisance; or <input type="checkbox"/> Unit damage.</p> <p><input type="checkbox"/> Tenant evicted due to (<i>circle one</i>): <input type="checkbox"/> Owner/Relative move-in; <input type="checkbox"/> Ellis Act; or <input type="checkbox"/> Substantial Repairs.</p> <p><input type="checkbox"/> Other (please describe): _____</p>															
<b>10: Declaration and Signature</b>	<p>I have used all reasonable diligence in preparing this statement. I have reviewed the statement and to the best of my knowledge the information contained herein is true and complete. To the extent I was unable, despite the use of reasonable diligence, to ascertain the exact information to be reported, I have provided the most accurate approximation that I can based on information and belief where possible or, where such approximation is not feasible, I have stated that the information is unknown.</p> <p>I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.</p> <p><b>I am the (check one):</b>                      <input type="checkbox"/> Owner            <input type="checkbox"/> Manager</p> <table border="0"><tr><td>_____</td><td>_____</td></tr><tr><td><b>Signature</b></td><td><b>Print Name</b></td></tr><tr><td><b>Date:</b> ____/____/____</td><td><b>Telephone:</b> _____</td></tr><tr><td><b>Bus Tax Acct. No.</b> _____</td><td><b>Email:</b> _____</td></tr></table>	_____	_____	<b>Signature</b>	<b>Print Name</b>	<b>Date:</b> ____/____/____	<b>Telephone:</b> _____	<b>Bus Tax Acct. No.</b> _____	<b>Email:</b> _____							
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## **RENT ADJUSTMENT PROGRAM (RAP)**

### **INSTRUCTIONS FOR COMPLETING**

### **TENANCY REGISTRATION FORM**

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

**To register a covered unit, owners must complete 1) a Property Registration Form and 2) one Tenancy Registration Form for EACH tenant-occupied, covered unit.**

**If you have questions on how to complete the Tenancy Registration Form, please contact the Rent Registration Unit via phone at (510) 238-3721 or via email at [rentregistry@oaklandca.gov](mailto:rentregistry@oaklandca.gov).**

#### **1. Which Units Need to Be Registered with a Tenancy Registration Form?**

One Tenancy Registration Form must be submitted for **each** tenant-occupied, covered unit. A covered unit is a rental unit that is subject to the Rent Adjustment Program (RAP) fee, which means that the unit is subject to the Rent Adjustment and/or the Just Cause for Eviction Ordinances.

**A Tenancy Registration Form is NOT required for units that are exempt from the RAP fee.** For more information on which units are subject to the RAP fee, go to [Instructions for Property Registration Form](#) or visit [www.rentregistry.oaklandca.gov](http://www.rentregistry.oaklandca.gov) and click on "Rent Registry Info and FAQs." To claim a unit/property exempt, please complete Section 13: Claim an Exemption of the [Property Registration Form](#).

#### **2. Unit Information:**

- **Unit Street Address:** Enter the unit's street address (e.g., 123 Main Street).
- **Unit Number:** If applicable, enter the unit's Unit Number (e.g., #A, #101, #1/2, etc.). If the unit does not have its own unit number, then leave "Unit Number" blank.
- **Number of bedrooms:** Provide the number of bedrooms in the unit.
- **Number of bathrooms:** Provide the number of bathrooms in the unit.
- **Total Number of Units on Property:** Provide the total number of residential dwelling units on the property.

#### **3. Initial Registration or Amended Registration:**

The Tenancy Registration Form can be used to register a tenancy for the first time or update information for a previously registered tenancy. It can also be used to register a vacant unit that is on the rental market. Please indicate whether you are 1) registering the current tenancy for the first time, 2) updating the rent information for an existing tenancy, 3) registering a vacant unit that is on the rental market, or 4) confirming that all previously registered rent/tenancy information has not changed from the previous year.

#### **4. Rent and Occupancy Information:**

- **Tenancy Start Date:** Provide the date that the current tenancy started. If you are unable to determine the exact date, provide your best approximation.
- **Number of Occupants:** Provide the number of occupants as listed on the original lease plus any additional occupants that have been added as defined by O.M.C. § 8.22.020.
- **Initial Rent:** Provide the rent that was charged at the inception of the tenancy. If the initial lease term includes a period of discounted rent, please provide the average monthly rent paid over the initial lease term. For owners whose tenants received the Section 8 housing choice voucher, provide the total contract rent.
- **Current Rent:** Provide the amount of rent that the tenant is paying as of the date of registration.
- **Date of Last Rent Increase:** Provide the date of the most recent rent increase. If the rent has not been increased since the tenancy began, provide the tenancy start date.
- **Amount of Last Rent Increase:** Provide the amount of the most recent rent increase. If the rent has not been increased since the tenancy began, indicate that the most recent rent increase is \$0.



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#### **4. Rent and Occupancy Information (cont.):**

- **Is unit subsidized or otherwise assisted?** Check “Yes” if the current tenant is receiving the Section 8 housing voucher, or if the unit is otherwise subsidized or assisted.
- **Was RAP Notice provided?** Check “Yes” if the current tenant received the RAP Notice with the rent increase notice.

#### **5. Security Deposit Information:** If applicable, provide the total amount of security deposit collected at the inception of the current tenancy.

#### **6. Housing Services Information:** Check the box for each service included with the rent as of the date of registration. For example, if the owner is paying for electricity and gas, check these boxes. If the tenant is responsible for payment of these utilities, do not check these boxes.

#### **7. Utilities Metering:** For each utility (water, gas, and electricity), please indicate whether the utility is individually metered, sub-metered, master metered, or no metered (N/A).

#### **8. Tenant information:** Provide the name, email address, and telephone number (optional) of each tenant over the age of 18. If you do not know the tenant’s email, or if they do not have an email, please state “Unknown” or “No email.”

#### **9. Prior Tenancy Information:**

- **Ending Date of Prior Tenancy.** Please provide the date that the previous tenant vacated. If you do not know the exact date, please provide an approximate date.
- **Reason That Prior Tenant Vacated.** Indicate whether the prior tenant moved out voluntarily; was evicted for cause (e.g., nonpayment of rent, lease violation, etc.); or was evicted due to an owner/relative move-in eviction, Ellis Act, or because the owner needed to undertake substantial repairs. You can also check “Other” and describe in your own words why the previous tenant vacated.

#### **10. Declaration and Signature:** Owner or owner’s representative must sign and date the form. Please provide a telephone number and email address so that staff may contact you for clarifications or questions. A valid **Business Tax Account Number** must also be provided. This is required for ALL owners of residential rental property in Oakland. Business Tax and RAP Fee renewal are due annually by March 1. For assistance on opening an account with the Oakland Business Tax office, call (510) 238-3704, or email [BTWebSupport@oaklandca.gov](mailto:BTWebSupport@oaklandca.gov).

### **How to Submit Registration Forms**

Completed Property Registration Forms and Tenancy Registration Forms may be submitted to the RAP as follows:

**Email\*:** [rentregistry@oaklandca.gov](mailto:rentregistry@oaklandca.gov)

\*If submitting this form by email, please submit the form in PDF format and make sure the file name is the master property address.

**U.S. Mail:**

City of Oakland Rent Adjustment Program  
ATTN: Rent Registration Unit  
250 Frank H. Ogawa Plaza, Ste. 5313  
Oakland, CA 94612