

Oakland Municipal Code Chapter 8.54

Checklist of Information Required at Registration:

- **Subject Address including parcel number**
 - Parcel numbers are in this this format: # # # # # # # # # #
#s = numbers only; in most cases leading 0s are omitted
X = letter only in limited cases
Alameda County APN search: <http://www.acgov.org/MS/prop/index.aspx>
If the registry APN lookup tool provides the wrong parcel number or “APN not found”, please email 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/topics/oakland-business-assistance-center>
- **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 \$914¹** (except for Occupied NOD properties).

¹ The registration fee increased to \$914 effective 1/19/2022.