

City of Oakland Rent Adjustment Program

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(510) 238-3721

Email: rentregistry@oaklandca.gov

RENT ADJUSTMENT PROGRAM (RAP) TENANCY REGISTRATION FORM

REGISTER ONLINE: www.rentregistry.oaklandca.gov

1. Which Units Need	All tenancies in residential rental units subject to the Rent Adjustment Program (RAP) Fee must be registered with RAP by July 3, 2023, and annually thereafter by March 1 (O.M.C. § 8.22.510). To fully register a covered property/unit, 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. Use this form to register a tenancy in a covered unit for the first time or to update/confirm information for an existing tenancy. Do not complete this form for units that are exempt. 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 on or after April 1, 2013, 3) Units rented for less than 30 days. For more information on which units are covered by the registration requirement and which units are exempt, please refer to the Property Registration Form.					
2. Unit Information	Unit Street Address: Unit Number (#A, #1/2, etc): Number of bedrooms: Number of bathrooms: Total Number of Units on Property:					
3. Initial Registration or Amended Registration?	Use this form to register a tenancy for the first time OR to update/confirm information for an existing tenancy, as is required annually by March 1, 2024. I am (check one): Registering a tenancy for the first time Updating a previously registered tenancy in the unit Updating ONLY the rent information for a previously registered tenancy; all other previously registered information remains the same. (Fill out Part 4 - Rent/Occupancy Information, and then skip to Part 10 - Declaration and Signature.) Confirming that ALL previously submitted tenancy registration information remains unchanged. (Skip to Part 10 - Declaration and Signature.)					
Occupancy Information	Tenancy Start Date:/ Number of Occupants: Initial Rent: \$ Current Rent: \$ Date of Last Rent Increase:/ Amount of Last Rent Increase: \$ Is unit subsidized or otherwise assisted? □ No □ Yes					
	Total amount of security deposit collected at start of tenancy: \$					

	Check the box next to all housing services paid for by property owner that are included with the rent:						
6. Housing Services Information	☐ Storage		□ Water		Laundry Access		
	☐ Garbage		☐ Gas] Sewer		
	☐ Parking		☐ Electricity		Appliances		
	☐ Other						
Metering	Please Indicate below whether utilities are submetered, master metered, or unmetered:						
	Water (check one): ☐ Individually Metered ☐ Submetered ☐ Master metered ☐ Unmetered						
	Gas (check one): ☐ Individually Metered ☐ Submetered ☐ Master metered ☐ Unmetered						
	Electricity (check one): Individually Metered Submetered Master metered Unmetered						
8. Tenant Information	PLEASE NOTE: 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. To comply with O.M.C. 8.22.510, tenant names must be provided.						
	Tenant Name:		Tenant Email A	ddress:	Tenant Telephone (Optional):		
	1		Email:		Tel.:		
	2		Email:		Tel.:		
	3		Email:		Tel.:		
	4		Email:		Tel.:		
	Ending Date of Prior Tenancy:/						
	Reason That Prior Tenant Vacated:						
	☐ Tenant moved out voluntarily						
	☐ Tenant evicted due to nonpayment of rent, breach of lease, nuisance, etc.						
	☐ Tenant evicted due to owner move-in, withdrawal from rental market, or substantial repairs						
	☐ Other (please describe):						
	,,						
	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. I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct. I am the (check one):						
	Signatur			Print	Name		
	Date:/		Telephone:				
	1						