

# Checklist of Information Required at Registration

## *Investor-Owned Residential Property Registration, Inspection, and Rehabilitation Program*

- Subject property address and County Assessor's Parcel Number (APN)
  - To prevent data entry errors, a search tool will return the APN based on the address entered. The registrant is responsible for verifying the accuracy of the APN.
  - Parcel numbers are in the same format as used on the tax assessment statement provided by the county (e.g. ### #####).
  - Address and APN research can be performed through the Alameda County website: <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 [IOPRegistration@oaklandca.gov](mailto:IOPRegistration@oaklandca.gov) for assistance.
- Seller's name and address, which can be found on the final settlement statement provided by escrow
- New owner's information
  - Name and primary contact if owner is a business entity
  - Address, phone number, and email of primary contact
  - Vesting/Method of Holding Title
- Property type, number of units, and current occupancy
- Sale transaction details
  - Transfer date
  - Sale price, noting whether transfer was a short sale
  - Maintenance needs, substandard conditions, or unpermitted construction disclosed at the time of sale or financing
- Property conditions found upon inspection according to the City-provided checklist
- Details regarding planned rehabilitation or maintenance work and potential permit applications