



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

RENT ADJUSTMENT PROGRAM (RAP)
TENANCY REGISTRATION FORM

 REGISTER ONLINE: www.rentregistry.oaklandca.gov

<p>1. Which Units Need To Be Registered With a Tenancy Registration Form?</p>	<p>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.</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>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.</p>
<p>2. Unit Information</p>	<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>
<p>3. Initial Registration or Amended Registration?</p>	<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 by March 1, 2024. I am (check one):</p> <p><input type="checkbox"/> Registering a tenancy for the first time</p> <p><input type="checkbox"/> Updating a previously registered tenancy in the unit</p> <p><input type="checkbox"/> 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.)</p> <p><input type="checkbox"/> Confirming that ALL previously submitted tenancy registration information remains unchanged. (Skip to Part 10 - Declaration and Signature.)</p>
<p>4. Rent and Occupancy Information</p>	<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</p>
<p>5. Security Deposit Information</p>	<p>Total amount of security deposit collected at start of tenancy: \$ _____</p>

