



## Residential Rental Unit Registration Form

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Registration Form Completion Instructions - placeholder

### Residential Rental Property Contact Information

Property owner(s)	Enter full name(s) of individual property owner(s) or full name of trust or corporation
Mailing address	Enter mailing address
Phone number	Enter phone number
Email address	Enter email address
Property owner contact person(s)	Enter full name(s) (option to check if same as above); clarify that this contact person(s) should have authority to resolve disputes at the property
Property owner contact person(s) title(s)	Enter contact person(s) title (property owner, property manager, etc.)
Mailing address	Enter mailing address
Phone number	Enter phone number
Email address	Enter email address

### Residential Rental Property Characteristics

Property address	Enter property address (auto-fill)
Property type	Enter property type (menu; examples: rented single family residence, single family residence with rented ADU/JADU, rented duplex, multi-family residential building - rentals, multi-family residential building - condos)
Year purchased	Fill in year purchased
Total number of rental units at the property	Enter number of rental units at property (option wheel)
Year built	Enter year built (year wheel)

### Rental Unit Characteristics

## Residential Rental Unit Registration Form

Rental unit address	Enter rental unit address (auto-fill)
Rental unit size (indoor sqft)	Enter unit indoor sqft
Rental unit size (outdoor sqft)	Enter unit outdoor sqft if there is an outdoor balcony or enclosed outdoor space (or check box not applicable)
Rental unit number of bedrooms	Enter number of bedrooms (check box)
Rental unit number of bathrooms	Enter number of bathrooms (option wheel) – full and half bath
Year of last rental unit remodel involving sqft or significant improvements	Enter year remodeled or improved (year wheel or not applicable)
Rental unit owner-occupied or property manager/landlord-occupied	Enter yes/no (check box)

### Tenancy Information

Rental unit tenancy status	Enter occupied or vacant (check box)	
Date of current <u>vacancy</u> commencement	Enter date or not applicable	
Reason for current vacancy	If vacant, enter reason for vacancy (check all relevant boxes)	
	<div style="border: 1px solid black; padding: 2px;">New construction or rental unit never previously occupied</div> <div style="border: 1px solid black; padding: 2px;">Renter-initiated vacancy/voluntary move-out mid-lease term</div> <div style="border: 1px solid black; padding: 2px;">Renter-initiated vacancy/voluntary move-out end of lease term</div> <div style="border: 1px solid black; padding: 2px;">Other – please describe</div> <div style="border: 1px solid black; padding: 2px;">Landlord-initiated vacancy (Enter yes or no) Check reason(s):</div>	
	Renter default in the payment of rent	Landlord intent to occupy the rental unit, or occupancy of rental unit by landlord family member
	Renter breach of a material term of the lease	Landlord permanent withdrawal of the rental unit from offer of rent or lease
	Renter maintaining, committing, or permitting a nuisance at the rental unit or property premises	Landlord compliance with an order to vacate the rental unit
	Renter committing waste or damage to the rental unit or property premises	Landlord intent to demolish or substantially remodel the rental unit
	Renter refusal to agree to a similar or new rental agreement	
	Renter criminal activity or criminal threat at the rental unit or property premises	
	Renter assigning or subletting the rental unit if not allowed by the lease	

## Residential Rental Unit Registration Form

	Renter refusal to allow landlord to enter the rental unit when requested in accordance with law	
	Renter use of the rental unit or property premises for an unlawful purpose	
	Renter failure to vacate after termination as an employee, agent, or licensee	
	Renter failure to deliver possession of the rental unit after receipt of written notice	
<b>Date of current <u>tenancy</u> commencement</b>	Enter date or not applicable	
<b>Initial lease length</b>	Enter length of initial lease (check box) 1-year, 6 months, 3 months, month to month, other	
<b>Date of last 1-year lease renewal offer</b>	Enter date or not applicable	
<b>Date of last lease renewal</b>	Enter date or not applicable or month to month	

### Rent Information

<b>Initial security deposit amount when tenancy commenced</b>	Enter dollar amount	
<b>Initial base rent amount (monthly) when tenancy commenced</b>	Enter initial monthly rent amount	
<b>Current rent amount (monthly)</b>	Enter current monthly rent amount	
<b>Presence of rental assistance/subsidy/incentive when tenancy commenced</b>	Enter yes/no (check box) If yes, check box appears: Rental assistance (example: Housing Choice Section 8) Deed restricted (example: BMR program) Incentive to sign lease (3 months rent free, etc.) Other	
<b>Rental unit amenities/services</b>	Indicate all amenities and services provided to rental unit within unit or on the rental property (check all relevant boxes)	
	<b>Vehicle Parking Space(s) (# of parking spaces)</b> Included in rent Separate fee/amount	<b>Water</b> Included in rent Separate fee/amount
	<b>Electric Vehicle Charging</b> Included in rent Separate fee/amount	<b>Gas</b> Included in rent Separate fee/amount
	<b>Bicycle Parking</b> Included in rent	<b>Electricity</b> Included in rent

## Residential Rental Unit Registration Form

	Separate fee/amount	Separate fee/amount
	<b>Laundry</b> Included in rent Separate fee/amount	<b>Refuse/Recycling/ Compost</b> Included in rent Separate fee amount
	<b>Storage</b> Included in rent Separate fee/amount	<b>Internet</b> Included in rent Separate fee/amount
	<b>Gym</b> Included in rent Separate fee/amount	<b>Cable</b> Included in rent Separate fee/amount
	<b>Pool/Spa</b> Included in rent Separate fee/amount	<b>Shared kitchen/ Community Kitchen</b> Included in rent Separate fee/amount
	<b>Outdoor lounge/ Outdoor common space</b> Included in rent Separate fee/amount	<b>Indoor lounge/ Indoor common space</b> Included in rent Separate fee/amount
	<b>Other</b>	<b>N/A</b>

### Affidavit Information

Attestation Statement (placeholder)	Attestation of information accuracy
Submittal Date	Date of initial rental unit registration will be captured by software
Name of person filling in the form	Enter full name (option to check if same as in property contact information above)

### Optional Information

Do you have any feedback to the City on this rental unit registration process?	Open-ended qualitative response
Do you have any interest in receiving information on rental unit grants, such as for repairs or remodeling?*	Yes or no checkbox - *Example question for the City to learn more information to help landlords with providing rental services
Do you have any interest in receiving information on rental property grants, such as for installing electric vehicle charging stations?*	Yes or no checkbox - *Example question for the City to learn more information to help landlords with providing rental services