



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

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	<p>If vacant, enter reason for vacancy (check all relevant boxes)</p> <table border="1"> <tr> <td colspan="2">New construction or rental unit never previously occupied</td> </tr> <tr> <td colspan="2">Renter-initiated vacancy/voluntary move-out mid-lease term</td> </tr> <tr> <td colspan="2">Renter-initiated vacancy/voluntary move-out end of lease term</td> </tr> <tr> <td colspan="2">Other – please describe</td> </tr> <tr> <td colspan="2">Landlord-initiated vacancy (Enter yes or no) Check reason(s):</td> </tr> <tr> <td>Renter default in the payment of rent</td> <td>Landlord intent to occupy the rental unit, or occupancy of rental unit by landlord family member</td> </tr> <tr> <td>Renter breach of a material term of the lease</td> <td>Landlord permanent withdrawal of the rental unit from offer of rent or lease</td> </tr> <tr> <td>Renter maintaining, committing, or permitting a nuisance at the rental unit or property premises</td> <td>Landlord compliance with an order to vacate the rental unit</td> </tr> <tr> <td>Renter committing waste or damage to the rental unit or property premises</td> <td>Landlord intent to demolish or substantially remodel the rental unit</td> </tr> <tr> <td>Renter refusal to agree to a similar or new rental agreement</td> <td></td> </tr> <tr> <td>Renter criminal activity or criminal threat at the rental unit or property premises</td> <td></td> </tr> <tr> <td>Renter assigning or subletting the rental unit if not allowed by the lease</td> <td></td> </tr> </table>	New construction or rental unit never previously occupied		Renter-initiated vacancy/voluntary move-out mid-lease term		Renter-initiated vacancy/voluntary move-out end of lease term		Other – please describe		Landlord-initiated vacancy (Enter yes or no) Check reason(s):		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	
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	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	
Date of current tenancy commencement	Enter date or not applicable	
Initial lease length	Enter length of initial lease (check box) 1-year, 6 months, 3 months, month to month, other	
Date of last 1-year lease renewal offer	Enter date or not applicable	
Date of last lease renewal	Enter date or not applicable or month to month	

Rent Information

Initial security deposit amount when tenancy commenced	Enter dollar amount							
Initial base rent amount (monthly) when tenancy commenced	Enter initial monthly rent amount							
Current rent amount (monthly)	Enter current monthly rent amount							
Presence of rental assistance/subsidy/incentive when tenancy commenced	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							
Rental unit amenities/services	Indicate all amenities and services provided to rental unit within unit or on the rental property(check all relevant boxes)							
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Separate fee/amount	Separate fee/amount
Laundry Included in rent Separate fee/amount	Refuse/Recycling/ Compost Included in rent Separate fee amount
Storage Included in rent Separate fee/amount	Internet Included in rent Separate fee/amount
Gym Included in rent Separate fee/amount	Cable Included in rent Separate fee/amount
Pool/Spa Included in rent Separate fee/amount	Shared kitchen/ Community Kitchen Included in rent Separate fee/amount
Outdoor lounge/ Outdoor common space Included in rent Separate fee/amount	Indoor lounge/ Indoor common space Included in rent Separate fee/amount
Other	N/A

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