



## RENT REGISTRY – 2019 REGISTRATION FORM

*You are required to complete and submit one form per rental building/property.*

Per El Cerrito Municipal Code, all residential rental properties are required to register units annually as well as anytime there is a change in ownership/contact information. Registration is due within 30 days from the date of the notice. Property owners are encouraged to complete this form through our secure online database by visiting [www.el-cerrito.org/housing](http://www.el-cerrito.org/housing).

OFFICE USE ONLY	
DATE RECEIVED:	
DATE ENTERED:	
ENTERED BY:	

### Complete payment & registration at:

1. Online: [www.el-cerrito.org/housing](http://www.el-cerrito.org/housing)  
Starting 7/1/2019

OR

2. By Mail:  
City of El Cerrito, Rent Registry  
10890 San Pablo Avenue

PROPERTY OWNER INFORMATION	
Property Owner Name:	
DBA:	
Address:	
Email:	Phone:
BUSINESS INFORMATION	
Business License Number:	Business License Expiration Date:
Business Type ( <i>check one</i> ): <input type="checkbox"/> Sole proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> LLC <input type="checkbox"/> Trust <input type="checkbox"/> Nonprofit	
PROPERTY MANAGER INFORMATION	
<i>Check if same as above</i> <input type="checkbox"/>	
Name:	Company Name:
Address:	
Phone:	Email:
RENTAL PROPERTY INFORMATION	
<i>Please complete one registration form per residential rental property/building</i>	
Rental Property Address:	Assessor Parcel Number (APN):
Year Built:	Year Purchased:
Building Type: <input type="checkbox"/> Single-Family <input type="checkbox"/> Condominium/Townhome <input type="checkbox"/> Accessory Dwelling Unit (ADU) <input type="checkbox"/> Duplex <input type="checkbox"/> Triplex <input type="checkbox"/> Quadraplex <input type="checkbox"/> 5 or more units	
Total Number of Units:	Total Number of Rental Units:
Are rents for any of these units deed restricted? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, provide the total number of deed restricted units:
Were any capital improvements or major repairs completed in the last 24-months? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, please list below.</i>	
Date: Improvement(s): Amount:	
ADDITIONAL QUESTIONS	
Are you currently an El Cerrito resident? <input type="checkbox"/> Yes <input type="checkbox"/> No	
How many properties do you own in El Cerrito?	
How many total rental units do you own in El Cerrito?	
Do you occupy any of the units at this property as your primary residence? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please list the unit number:	
AGREEMENT	
<i>I declare, under penalty of perjury, that the information contained in this form is true and correct, and that all requirements are in full force and effect.</i>	
Signature:	Date:

**Please Complete This Entire Form (including the backside) and Sign**

City of El Cerrito Community Development Department  
10890 San Pablo Ave, El Cerrito, CA 94530 • (510) 215-4314 • [housing@ci.el-cerrito.ca.us](mailto:housing@ci.el-cerrito.ca.us)

**EXEMPTION**

Are any these rental units exempt from the registration?

If yes, please list the unit number:

Yes

No

Reason:

**INSTRUCTIONS:** *You are required to register data for the last 24-months for the period: July 2017- June 2019  
If there have been multiple tenants over this period, please use a new line for each tenancy.*

**RENTAL PROPERTY ADDRESS:**

Unit #	# of Bedrooms	# of Bathrooms	Square Feet	Occupant Status (Rented, Vacant, Owner-Occupied)	Move -In Date	Housing Voucher Recipient (Yes or No)	Current Rent Amount (monthly)	Date of Recent Rent Increase	Reason for Rent Increase	Previous Rent Amount (2018)	Previous Rent Amount (2017)	Utilities Included with Rent (Gas, Water, Electric)	Move-Out Date (if applicable)	Reason for Moving (if applicable)
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*Please see next page for additional lines. You may also attach additional pages, if necessary.*

**MUNICIPAL CODE RULES AND REGULATIONS**

***Please read the following rules and regulations and sign below to verify your understanding of them.***

**Please note:** On May 21, 2019, the City Council adopted the *Rent Registry Ordinance*, El Cerrito Municipal Code Chapter 10.100 (Ordinance No. 2019-03), effective June 20, 2019. The ordinance establishes an annual reporting requirement, due each July, for all residential rental property owners to submit data into a City database regarding rents and other relevant information during the annual business license renewal process. The data collected will be used to inform the City Council about the rental market, trends and housing stock in El Cerrito. The City Council has not, at this time, provided any direction for the Rent Registry to be used to regulate rents in the City. However, participation in the program is mandatory.

**Fees:** In accordance with El Cerrito Municipal Code Chapter 10.100, the City will collect fees calculated to recover the costs to administer the requirements of the ordinance. The fee is currently \$44.00 per rental unit. Please see *Business License Renewal Notice* for payment information.

**Penalties:** In accordance with El Cerrito Municipal Code Chapter 1.14, the administrative penalties, including potential fines and legal fees, will be assessed to any person in violation who fails to submit rental information required by the ordinance.

**Business License:** In accordance with El Cerrito Municipal Code section 4.32.260, all residential rental property owners are required to possess and maintain a business license.

**Questions:** Please contact the El Cerrito Housing Division at: 510-215-4314 or by email [housing@ci.el-cerrito.ca.us](mailto:housing@ci.el-cerrito.ca.us).

**Mail Completed Form and Payment to:** City of El Cerrito, Rent Registry – 10890 San Pablo Avenue, El Cerrito, CA 94530

*In signing this document, I acknowledge receipt and understanding of the policies listed above and I will take appropriate action to ensure that my registration information is in full compliance of the El Cerrito Municipal Code.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**INSTRUCTIONS:** *You are required to register data for the last 24-months for the period: July 2017 - June 2019.  
If there have been multiple tenants over this period, please use a new line for each tenancy.*

<b>RENTAL PROPERTY ADDRESS:</b>														
<b>Unit #</b>	<b># of Bedrooms</b>	<b># of Bathrooms</b>	<b>Square Feet</b>	<b>Occupant Status (Rented, Vacant, Owner-Occupied)</b>	<b>Move -In Date</b>	<b>Housing Voucher Recipient (Yes or No)</b>	<b>Current Rent Amount (monthly)</b>	<b>Date of Recent Rent Increase</b>	<b>Reason for Rent Increase</b>	<b>Previous Rent Amount (2018)</b>	<b>Previous Rent Amount (2017)</b>	<b>Utilities Included with Rent (Gas, Water, Electric)</b>	<b>Move-Out Date (if applicable)</b>	<b>Reason for Moving (if applicable)</b>
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*Please print this page if additional lines are needed. You may also attach additional pages, if necessary.*

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Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**MOVE-OUT INFORMATION:** *You are required to report this data for the last 24-months for the period: July 2017 - June 2019  
If there have been multiple tenants and vacancies over this period, please use a new line.*

<b>RENTAL PROPERTY ADDRESS:</b>		
<b>Unit #</b>	<b>Reason for Moving</b>	<b>Other Information/Comments</b>

*You may also attach additional pages, if necessary.*

*In signing this document, I acknowledge receipt and understanding of the policies listed above and I will take appropriate action to ensure that my registration information is in full compliance of the El Cerrito Municipal Code.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_