City of El Cerrito: Residential Rent Registry
El Cerrito Municipal Code Chapter 10.100
2023 ANNUAL RENT REGISTRY NOTICE

On May 21, 2019, the City Council adopted the Rent Registry Ordinance requiring all residential rental property owners to submit rents and other relevant information into a City database during the annual business license renewal process.

Beginning July 1 property owners/managers can access the rent registry portal online to complete by the July 31 deadline and pay the annual fee of $433/per unit. For additional program information, please visit www.el-cerrito.org/rentregistry or view the FAQ at www.el-cerrito.org/rentregistryFAQ.

STEP 1: GATHER DOCUMENTS

All rentals are required to register each unit/property by providing information for the last 12-months for the period July 1, 2022 – June 30, 2023. This includes tenant history, including move-in and move-out dates, rental rates, rent increases and any applicable capital improvements. Please make certain to gather your method of payment, i.e., credit card or bank account information, before you begin.

STEP 2: VISIT THE WEBSITE

Registration must be completed online using the City’s secure database by visiting www.el-cerrito.org/rentregistry. Paper applications will not be accepted. To begin this process, you will first be prompted to renew your business license and make payment, at which point you will be directed to the Rent Registry portal. To access your online account, you will need your account number and security access code, as shown on the Business License Renewal Notice. Step-by-step instructions are available at www.el-cerrito.org/rentregistryguide.

STEP 3: ENTER YOUR INFORMATION INTO THE RENT REGISTRY PORTAL

Once you reach this step, you will begin by entering your business license number to access your Business Information. You will then enter information for the following fields: Rental Property Information, Additional Questions, Rental Unit/Property Information, Tenant History and Rental Rates. As a reminder, this information is for the reporting period of July 1, 2022 – June 30, 2023.

STEP 4: SUBMIT INFORMATION

Once you have entered all the data above, click Complete Registry and you will receive an email confirmation of your submission. Registration is deemed to be complete when all required information has been provided and all outstanding fees have been paid. A Notice of Completion will be provided upon review by City staff to property owners once all requirements are satisfied. Thank you!

Questions or Comments?

Website: www.el-cerrito.org/rentregistry | Email: housing@ci.el-cerrito.ca.us | Phone: 510-215-4314

Please note: All residential rental properties are encouraged to renew business licenses electronically and complete the rent registry online. If your business license payment is made by mail, you will be required to complete the rent registry online. Visit www.el-cerrito.org/businesslicenses for business license information.