



2020 Rent Registry User Guide for Property Owners/Managers

Also available at www.el-cerrito.org/rentregistry

Step 1: To begin, access your account by visiting <https://elcerrito.progressivecloud.net/webrenewals/>. The screen below will then appear. To proceed, you will need your business license account number and security access code which can be located on your *Business License Renewal Notice* in the top right corner. Enter your *account number*, *security code* and click *Continue*.



Business License Payments

Enter Account Number:		Wednesday, June 17, 2020
Account Number	<input type="text" value="13459"/>	
Security Code	<input type="text" value="••••"/>	
Click to Continue when ready	<input type="button" value="Continue"/>	
<ul style="list-style-type: none">• What to do if you lost your security code• Learn more about the security code		

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You may obtain information about your legal obligations and how to comply with disability access laws at the following agencies:

The Division of the State Architect at www.dgs.ca.gov/dsa/Home.aspx
The Department of Rehabilitation at www.rehab.cahwnet.gov
The California Commission on Disability Access at www.cdda.ca.gov

[Report a Problem](#)

Step 2: Once you enter your *account number* and *security code*, you will automatically be taken to the *Business License Payments* screen. Here you will have the opportunity to review your account information and make changes, if needed.

Questions?

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



Business License Payments

Please confirm that the following information provided is correct for account: **13459**

License Expiration Date:	
Expiration Date:	6/30/2020
Business Attributes:	
Business Name:	MY RENTAL PROPERTY
Business Type:	RENTALS
Account Number:	13459
Business Phone:	(510)215-4300
Business Address:	
Address:	10890 SAN PABLO AVE
City:	EL CERRITO
State:	CA
Zip code:	94530-2321
Mailing Address:	
Attention:	
Mailing Address:	10890 SAN PABLO AVE
City:	EL CERRITO
State:	CA
Zip code:	94530-2321

- Below you will have the choice to select either the *paper* or *email* renewal notice option for the next renewal period, 2021.
- If you need to modify your account information, indicate that your business has closed or print a copy of the current renewal notice, you can make that selection below. Otherwise, proceed by selecting *Make a Payment*, acknowledging the certification requirements, and clicking *Continue*.

Renewal Notice Delivery Method *

Please select how you would like to receive renewal notices in the future:

- Opt for Paper Only
 Opt for Email Only

Select Action Type:

- Make a Payment
 Modify: I wish to update information listed above.
 Business Closed: I am no longer conducting business in El Cerrito .
 Print Renewal Notice

Click Continue when ready:

- I certify under penalty of perjury that the information provided above is true and correct. Information provided may be verified through inspection and/or audit of business records as may be necessary to verify the amount of business license tax due.
 I hereby affirm under penalty of perjury that I am aware that the El Cerrito minimum wage is higher than the California minimum wage and will comply with all requirements of El Cerrito Municipal Code Chapter 6.95 including but not limited to payment of wages, notices, recordkeeping, access to records and non-retaliation.

Continue

Questions?

Step 3, Rent Registry: Once you reach this point, you can begin the *Rent Registry*. Start by entering your *Business License Account Number* and your *Business Information* will appear. You can make updates, as necessary.



RENTAL REGISTRY

* Required fields must be completed

Per El Cerrito Municipal Code, Chapter 10.100 Rent Registry, 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 business license renewal notice July 31, 2020. You are required to complete and submit for each rental building/property for the July 1, 2019 - June 30, 2020 reporting period. For more information, please visit www.el-cerrito.org/rentregistry.

Business Information

Business License Account Number*	13459		
Business Name*	MY RENTAL PROPERTY		
DBA			
Attention			
Address*	10890 SAN PABLO AVE		
City*	EL CERRITO	State* CA	Zip* 94530-2321

Mailing Address same as Business Address

Mailing Address*	10890 SAN PABLO AVE		
Mailing City*	EL CERRITO	Mailing State* CA	Mailing Zip* 94530-2321

Property Owner Information

Owner Information

Property Owner Name*	JOHN SMITH		
Owner Address*	10890 San Pablo Avenue		
City*	El Cerrito	State* CA	Zip* 94530
Phone*	(510)215-4300	Email*	aashoori@ci.el-cerrito.ca.us

Property Manager

Name			
Property Manager Address			
City		State	Zip
Phone	() - -	Email	

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Step 4, Property Information: Here, you will begin to enter the *Rental Property Information*.

- A. The *Assessor Parcel Number (APN)* will auto populate from the 2017-2019 reporting period. You can also find the APN on your annual property tax statement or online [here](#) at the Contra Costa County Treasurer-Tax Collector's Office.
- B. Please indicate the *total number of unit* for all units at the property, including any unit that may be occupied by the owner and/or on-site property manager.
- C. If any of your rental unit(s) are *deed restricted*, meaning that they are designated as affordable housing, please indicate that in this section.
- D. Next, specify the *total number of rental units*. For example, if you own/manage a duplex where 1 unit is occupied by the owner and 1 is occupied by a tenant, the total number of rental units would be 1.
- E. Please be sure to provide information about the property including *year built*, *year purchased*, and *type of building*.
- F. If there were *capital improvements* made between 7/1/2019 – 6/30/2020, please list those as well as the costs. In general, capital improvements increase the value of your property by adding and/or improving existing items. Some examples include bathroom remodel, kitchen remodel, replacement of windows, replacing all plumbing, replacing all electric wiring, etc. Capital improvements often require a permit from the City's Building Department. Maintenance and repairs are typically associated with general maintenance of the property, such as replacement of a toilet.

Rental Property Information	
Assessor Parcel Number (APN)	502-411-022-20
Total Number of Units*	2
Are any of these rental units deed restricted*	<input type="radio"/> Yes <input checked="" type="radio"/> No
Total Number of Rental Units*	2
Year built*	1970
Year Purchased*	2010
Select the type of building:*	<input type="radio"/> Single Family <input type="radio"/> Condominium/Townhouse <input type="radio"/> Accessory Dwelling Unit <input checked="" type="radio"/> Duplex <input type="radio"/> Triplex <input type="radio"/> Quadraplex <input type="radio"/> 5 or more units
Were any capital improvements or major repairs completed in the last 12-months?*	<input checked="" type="radio"/> Yes <input type="radio"/> No
Date of most recent improvement:	1/1/2020
List all improvements:	New roof
Total Amount for all improvements made:	15,000

Step 5, Additional Questions: Please indicate if you are an *El Cerrito resident*, how many properties you own in *El Cerrito* (whether rented or owner-occupied), and the *total number of rental units in El Cerrito*.

Questions?

Additional Questions	
Are you a resident of El Cerrito?*	<input type="radio"/> Yes <input type="radio"/> No
How many properties do you own in El Cerrito?*	<input type="text"/>
How many total rental units do you own in total in El Cerrito?*	<input type="text"/>

Step 6, Rental Unit/Property Information: Please provide the data for each rental unit. Most of this information will auto-populate from the 2017-2019 reporting period. If you need to add or edit information, follow these steps.

- Enter the basic *property street address* and *unit number* (if applicable).
- Indicate the *occupancy status* of the property: *rented*, *vacant* or *owner-occupied*.
- If a unit is *exempt*, please indicate that below. Some examples of exemptions include units where the rents are controlled/regulated (“deed restricted”) by a government agency, on-site manager’s living unit, and rental of rooms if the owner resides at the property. Visit www.el-cerrito.org/rentregistry for additional details.
- Please provide the number of *bedrooms*, *bathrooms*, and *square footage*. If you do not have information regarding the square footage, you can access this through the County’s ParcelQuest by clicking [here](#). There may be instances, such as multi-unit properties, where unit-specific square footage is not available. In these circumstances, you may submit the total livable square footage for the property/building.

Once you done entering the *Rental Unit/Property Information*, click *Save*. If you need to add more units, click *Add Rental Unit Information*. If finished, click *Complete* to proceed. If there are any errors, the system will prompt you to enter the correct information. Please correct any errors to proceed.

Rental Unit/Property Information							
<p>You are required to provide data for each unit at this property for the period July 1, 2019 – June 30, 2020. Please compile all necessary documentation in order to complete this section. If you need additional information, please visit http://www.el-cerrito.org/housing Include all rental units below. Click the "Add Rental Unit Information" button to enter information about a unit. When done entering information, click the Save to save the information for that rental unit. When you have entered all units, click "Continue" button.</p>							
	Property Street Address	Unit Number	Occupancy Status	Exempt	Square Footage	# of Bedrooms	# of Baths
Save Cancel	10890 San Pablo Ave.	1	Rented ▼	None ▼	850.00	2	1.0
Please click Add New Rental Unit to begin entering information about each unit.							
Add Rental Unit Information				Continue			

Step 7, Tenant History: Here, you are required to report *Tenant History* at the property/units between 7/1/2019 – 6/30/2020. This information will auto-populate using the 2017-2019 reporting period. If

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there were no changes in tenancy, click *No change in tenant info*. If there were move-outs, you must report those along with the *move-out reason*. You will also need to include any move-ins that occurred between 7/1/2019 – 6/30/2020 by clicking *Add Additional Tenant History*. Please also be sure to indicate whether a tenant is renting the property/unit with a Housing Voucher, such as Section 8.

Tenant History

You are required to provide data for each unit at this property for the period July 1, 2019 – June 30, 2020. Please review the tenant history below. Please click edit on each line below, to enter in the tenant move-in date for each unit listed. When done entering the information, click the save button. If more than one tenant has lived at the unit in the last two years 12-months, use the "Add Additional Tenant History" button to add additional tenant information. If the current tenant has lived in the unit for 12-months or longer and still resides in the property, a move-out date does not apply.

	Same Tenant	Property Address	Unit Number	Tenant Move in Date	Tenant Move Out Date	Move Out Reason	Housing Voucher Recipient	
		10890 San Pablo Ave.	1	10/1/2010 12:00:00 AM	1/1/2020 12:00:00 AM	Marriage/Divorce/Dissolution	No	
		10890 San Pablo Ave.	2	1/1/2016 12:00:00 AM	12/31/2020 12:00:00 AM		No	
Edit	<input type="checkbox"/> No change in tenant info	10890 San Pablo Ave.	2	1/15/2020 12:00:00 AM		Not Applicable	No	✕

[Add Additional Tenant History](#)

Step 8, Rental Rates: You are required to report *Rental Rates* for the period 7/1/2019 – 6/30/2020. Click *edit* to enter data for a unit.

- First, begin by providing the *Monthly Rent 2020* for each property/unit between 7/1/2019 – 12/31/2019.
- Second, please provide the *Date of Most Recent Rent Increase* and *Rent Increase Reason*. If a rent increase was not issued during 7/1/2019 – 6/30/2020, please select *Not Applicable*.
- Third, please indicate if any utilities are included with rent.
- Click *Save* once done.

Rental Rates

You are required to provide data about monthly rents and rent increases for each unit at this property for the period July 1, 2019 – June 30, 2020.

	Property Address	Unit Number	Monthly Rent 2019	Monthly Rent 2020	Date of Most Recent Increase	Rent Increase Reason	Included Utilities
Edit	10890 San Pablo Ave.	1	1700.00	1700.00	11/1/2019	Not Applicable	Gas: No Water: Yes Electric: No Internet: No Cable: No Garbage: Yes
Edit	10890 San Pablo Ave.	2	1800.00	1900.00	1/1/2020	Inflation/Cost of Living	Gas: No Water: Yes Electric: No Internet: No Cable: No Garbage: Yes

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Step 9, Complete Registry: Once you reach this point, please review the information, and click *Complete Registry* to proceed to payment.

I declare, under penalty of perjury, that the information contained in this form is true and correct, and that all requirements are in full compliance of the El Cerrito Municipal Code Chapter 10.100.

Applicant Name:

[Complete Registry](#)

Step 10, Payment:

- A.** Congratulations, you are almost done. To proceed, click *Calculate Amount Due* for an itemization of fees. To make payment, click *Submit Payment*.



Business License Payments

Account Number:	13459	Name:	MY RENTAL PROPERTY
Rate Type:	RENTALS	Expiration Date:	6/30/2020

Press Calculate to show amount due

Rental Business License Fee:

Rental Registry Fee:

Renewal Fee:

Late Fee: 0

AB 1379: 0

Total due: 0

- B.** Enter your credit card information and submit.

Business License Payments

Amount Due: \$328.00

Card Information

Card Holder First Name

Card Holder Last Name

Card Number

Accepted Card Types

Expiration

Security Code [What is a Security Code?](#)

Billing Address

Address

City

State

Zipcode

Your use of this form constitutes agreement to our [Terms of Service](#)

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CONGRATULATIONS, YOU ARE DONE!

Next Steps: 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.

Questions?

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