

**City of El Cerrito: Residential Rent Registry**  
**El Cerrito Municipal Code Chapter 10.100**  
**2022 ANNUAL 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 \$42/per unit. For additional program information, please visit [www.el-cerrito.org/rentregistry](http://www.el-cerrito.org/rentregistry) or view the FAQ at [www.el-cerrito.org/rentregistryFAQ](http://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, 2021 – June 30, 2022**. 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](http://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](http://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, 2021 – June 30, 2022**.

**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](http://www.el-cerrito.org/rentregistry) | Email: [housing@ci.el-cerrito.ca.us](mailto: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](http://www.el-cerrito.org/businesslicenses) for business license information.**