

**For Tenancy Starting  
Before 12/31/98 Only**

# City of Berkeley

## Rent Stabilization Program

2125 Milvia Street, Berkeley, CA 94704

Phone: (510) 981-7368 [981-RENT] FAX: (510) 981-4910

E-mail: rent@cityofberkeley.info Web: rentboard.berkeleyca.gov

For Office Use Only

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

Initials: \_\_\_\_\_

VR# \_\_\_\_\_

### VACANCY REGISTRATION FORM

INSTRUCTIONS PROVIDED ON BACK

*Please do not file this form for fully or partially exempt tenancies such as those under Section 8.*

**Berkeley Rental Property Address: PLEASE PRINT LEGIBLY OR TYPE**

_____	_____	_____	_____	_____
Street Number	Street Name	Unit #	# of Bedrooms	# of Units/Prop

**Owner/Agent Information** (If new owner or agent, please complete an Amended Registration Statement also):

**Owner:** (Check if new owner/address)

**Agent:** (Check if new agent/address).

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

Send all future correspondence and bills to: **OWNER**  **AGENT**

**Current Tenancy Information:** Tenant names and other tenant information will be kept confidential in accordance with the Information Practices Act of 1977.

Beginning date of this tenancy: \_\_\_\_/\_\_\_\_/\_\_\_\_ Number of tenants \_\_\_\_\_ Initial Rent \$ \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Day Phone: (\_\_\_\_) \_\_\_\_\_

Day Phone: (\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

**\*If you need more space attach an extra sheet of paper with the appropriate information\***

**Prior Tenancy Information\*:** Tenant names and other tenant information will be kept confidential in accordance with the Information Practices Act of 1977.

Name(s) of Former Tenant(s): 1) (Last to leave) \_\_\_\_\_

2) \_\_\_\_\_ 3) \_\_\_\_\_ 4) \_\_\_\_\_

Forwarding Address  
of LAST tenant \_\_\_\_\_ City, State, Zip \_\_\_\_\_

The last tenant vacated for the following reason (check one)

Ending date of this tenancy: \_\_\_\_/\_\_\_\_/\_\_\_\_

Voluntary termination

Other reason (specify) \_\_\_\_\_

Ending monthly rent: \$ \_\_\_\_\_

Eviction for non-payment of rent

Tenant abandoned unit

**Owner's Declaration:** The undersigned certifies that this unit is not subject to any uncorrected citation or notices of violation of any health, safety, fire or building codes which have remained unabated for six (6) months or longer.

**I hereby declare under penalty of perjury that the above information is true and correct to the best of my knowledge and belief.**

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

# VACANCY REGISTRATION

## Instructions

State law was recently amended to ensure the confidentiality of tenant names and other tenant information in accordance with the Information Practices Act of 1977. All tenant information supplied on this Vacancy Registration form will be treated as confidential material by the Rent Stabilization Program. It is not mandatory to provide the forwarding address and telephone number of the tenant(s). However, to comply with state law tenants' names must be provided.

A Vacancy Registration must be filed within fifteen (15) days after re-rental of the unit. Information on this form will be used to update the Rent Stabilization Program's records to reflect the current tenant's rent. Acceptance of this form is not an agreement on the part of the Rent Stabilization Program that the rent reported is legal and valid.

### INSTRUCTIONS FOR COMPLETING THIS FORM

**IMPORTANT NOTE:** If this unit was previously exempt from registration, or there has been a change in status of the unit, or the services provided to the tenant in the rental payment have been changed, the owner or agent should also complete an Amended Registration Statement (ARS) within sixty (60) days of the change, in addition to this Vacancy Registration. If an ARS form is not submitted, information from this Vacancy Registration will be used to update rental status, owner, and agent information.

**Berkeley Property Address** - If the property address is different from the unit address, please write it above the line where you provide the address of the unit. Write the complete mailing address for this unit, including the Zip Code (write NA if there is only one unit on the property). Provide the number of bedrooms in this unit, then write the total number of units on this property. Circle Yes or No to indicate whether or not this unit is a condominium or a single family home (YES - only if the unit and the property are the same, and can be separately sold, i.e. it has it's own County parcel number.)

**Owner & Agent Information** - Provide the name, address and telephone number of the owner and the owner's authorized representative, if applicable. If the owner's address is different than the address on record or if this is a new owner please put a check mark next to the "New owner" and/or the "New (owner) address line(s) as appropriate. If this is a new agent please put a check mark next to the "New agent" and/or the "New (agent) address line(s) as appropriate. If an ARS form is not submitted, information from this Vacancy Registration will be used to update owner and agent information. If you list both an owner and an agent, please let us know to whom to all future notices, correspondence and bills should be sent by marking an "X" to select OWNER or AGENT.

**New Tenancy Information** - List the name and telephone number\* for each and every NEW tenant over age 18. If you need additional space, please attach an extra sheet of paper. Also indicate the DATE the tenant(s) moved in and the AMOUNT of the total monthly rental payment for this unit.

**Prior Tenancy Information** - List the name of all the FORMER tenant(s) and a complete forwarding address including telephone number for the LAST tenant to vacate this unit.\* Also indicate the DATE the unit became vacant, and the AMOUNT of the monthly rental payment for this unit, at the end of this tenancy. Complete the section describing the reason for this vacancy. Check one, if applicable, or use your own words to describe why this prior tenant (the last tenant to leave) vacated this unit.

**Owner's Declaration** - The landlord or authorized agent must certify that all information provided on this form is true and correct and that the unit is not subject to any uncorrected citation or notices of violation of any health, safety, fire or building codes which have remained unabated for six (6) months or longer. This declaration must be signed, under penalty of perjury, by the owner or owner's authorized agent.

**\*NOTE:** Tenant names and other tenant information will be kept confidential in accordance with the Information Practices Act of 1977.