

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:

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

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

OWNER: Check if new owner/address

AGENT/MANAGER: 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/MANAGER**

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: _____

Name: _____

Name: _____

Day Phone: (____) _____

Day Phone: (____) _____

Email: _____

Email: _____

Housing Services: Check the Housing Services provided or paid by the Owner for the individual unit.

Storage Gas Electricity Water Garbage Parking Laundry Access Heat
Appliances Other _____

Does Lease Prohibit Smoking? Yes No **Effective date of smoking prohibition:** ____/____/____

Prior Tenancy Information: Ending date of prior tenancy: ____/____/____ Voluntary vacancy? _____

Termination by Owner _____ Other (explain): _____

Check one: I am the owner or the owner's agent. I am the tenant (please attach lease agreement).

Declaration: I hereby declare under penalty of perjury that all the information in this Vacancy Registration Form is true and correct to the best of my knowledge and belief.

PRINT Name

Signature

Date

VACANCY REGISTRATION

(This form should **not** be filed for a tenancy that is exempt from RSB registration requirements.)

A Vacancy Registration form must be filed for all non-exempt units within fifteen (15) days **after** 1) the start of a completely new tenancy OR 2) the last of the original members of the previous tenancy have departed. The property is deemed out of compliance with registration requirements until filing is completed. (Regulation 1013(K))

Information on this form is used to update the Rent Stabilization Program's records to reflect the current tenants' rent, the number of tenants, and services. Tenants' names must be provided. State law requires the Rent Stabilization Board to ensure the confidentiality of personal information supplied on this Vacancy Registration form.

A tenancy started after any of the following events is not eligible for a new initial rent level: 1) service of a 30 day or longer notice to vacate (e.g. termination for owner/family move-in; removal of the unit from the rental market via the Ellis Act); 2) termination by tenants after code citations remained unabated for sixty days; and 3) termination by tenant after the owner unilaterally changed the terms of the tenancy. The previous lawful rent ceiling will remain in effect for such new tenancies.

If this unit was previously exempt and is now coming back under rent stabilization, a registration fee is due. You may call our Registration Unit (510) 981-4920 for billing information.

If this unit was registered and is now exempt from the registration requirement, you must file an Amended Registration Statement.

If the owner fails to timely file Vacancy Registration information or if the tenant disagrees with the information on the Vacancy Registration form filed by the owner, the tenant may file this form setting forth the required information. The tenant should attach copies of the written rental agreement(s) or other documents showing the correct information.

INSTRUCTIONS FOR COMPLETING THIS FORM

Berkeley Property Address - Write the complete mailing address for this unit. Provide the number of bedrooms in this unit and the total number of units on this property in the appropriate places.

Owner and Agent Information - Provide the name, telephone number and email address of the owner and the owner's authorized representative, if applicable. If the owner's address is different than the address on record or this is a new owner, please check "New owner/address" and file an Amended Registration Statement. If this is a new agent, check "New agent/address." If you list both an owner and an agent, please let us know to whom to send all future notices, correspondence and bills by marking an "X" to select Owner or Agent.

Current Tenancy Information - List the name, telephone number and email address for each tenant over age 18. (See second paragraph re confidentiality of this information.) If you need additional space, please attach an extra sheet of paper. Indicate the NUMBER of tenants, the DATE the tenant(s) moved in and the total monthly rental payment for the unit. Also check the boxes for the HOUSING SERVICES paid by the owner. The terms you have actually established with the tenant will be the controlled base for the unit until there is a new qualifying tenancy. Finally, as of May 1, 2014, B.M.C. 12.70 prohibits smoking in 100% of multi-unit housing with two or more units. This ordinance requires that leases for all tenancies starting after May 1, 2014, include prohibitions on smoking. Please indicate whether or not the current lease prohibits smoking in the unit, and the date that the prohibition on smoking took effect.

Prior Tenancy Information - Indicate the DATE the unit became vacant or the DATE the last of the original members of the previous tenancy departed. Complete the section describing the reason for this vacancy. Check one reason or use your own words to describe why the last tenant vacated the unit.

Declaration - The person completing the form must certify under penalty of perjury that all information provided is true and correct.

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