



City of Berkeley Rent Registry Guide for Property Owners and Managers

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Introduction

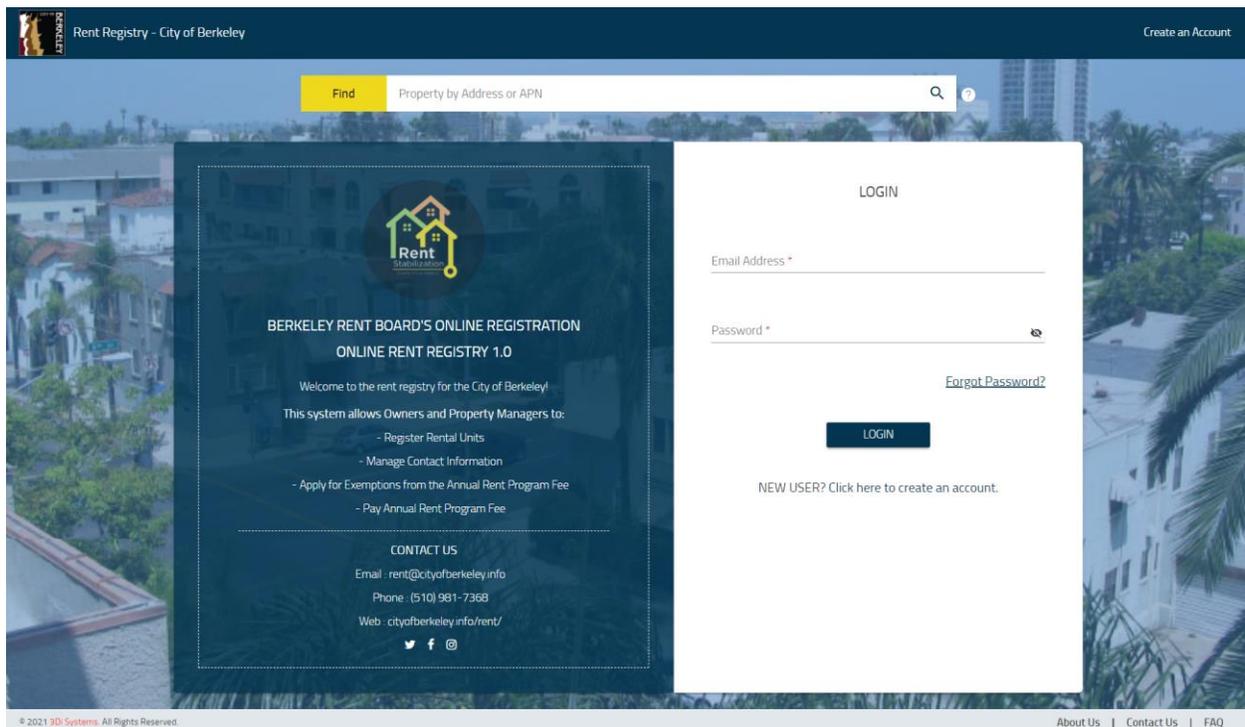
The purpose of this User Guide is to instruct Landlords, Property Managers, or Housing Representatives how to navigate and use the City of Berkeley Rent Board’s Online Rent Registry System. Each APN/Property can be managed by only one user account at a time. Although it is not required that the Landlord themselves uses the system to Register his or her Property, this document will refer to the responsible party as “Landlord”.

In the first year of Registration, the system will require Landlords to provide information for each Unit. Once this information has been established, the subsequent Registration cycles will require less information to be provided to the Rent Program. Throughout the year, however, Landlords will need to keep their Property information up to date, including changes in Contact Information, changes in Unit Occupancy, changes in Property Ownership, etc.

Each of these processes along with the steps Landlords need to take will be outlined in the document. If you have any questions at any time, call the Berkeley Rent Program at (510) 981-7368, Ext. 2.

How do I Access the Rent Registry Website?

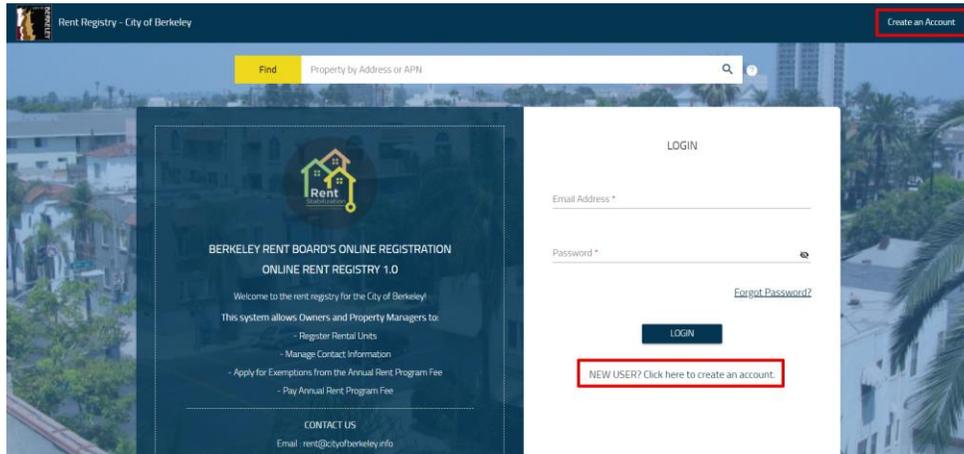
Landlords can access the Berkeley Rent Board’s Online Rent Registry website at <https://rentregistry.cityofberkeley.info>. The URL will take you directly to the login screen.



How do I Create an Account with the Rent Board Rent Registry?

This section will describe how to create an online account where you can add and manage your Properties through the Online Rent Registry.

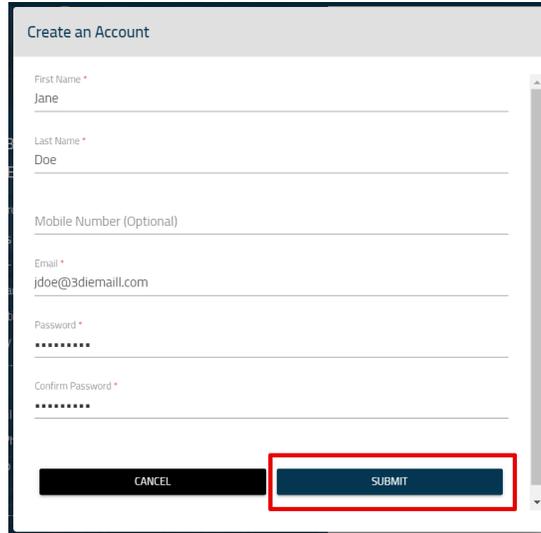
1. Click on the “NEW USER? Click here to create an account” link OR “Create Account” link on top to initiate account creation. The Register pop up will appear on the screen.



2. To create an account, you will need to provide the following:
 - First Name
 - Last Name
 - Email Address (this will be used as your login ID)
 - Password (must be between 8-16 characters, must contain both uppercase and lowercase letters, must contain at least one number, and must contain at least one special character. You cannot use your first or last name in the password.)
3. Enter all the required fields. If there is any required information missing, an error message will appear on the screen to describe the error.

A screenshot of the 'Register' form. The form has a title 'Register' at the top. It contains several input fields: 'First Name *', 'Last Name *', 'Mobile Number (Optional)', 'Email *', 'Password *', and 'Confirm Password *'. Each field has a small asterisk indicating it is required. At the bottom of the form are two buttons: 'CANCEL' and 'SUBMIT'.

- Once all the required fields are entered, the “Submit” button will be enabled (it will change from gray to blue in color). Click on the Submit button.



If an account with the same Email ID already exists, an error message will prompt on the screen. If this is the case, follow the instructions to learn how to recover and reset your password using the [forgot password function](#).

- Once you have successfully created an account, you will see a pop up on the screen along with a message indicating that ‘email verification is pending’. Navigate to your email to verify your account. You will receive an email, similar to the one shown below.

Account setup confirmation

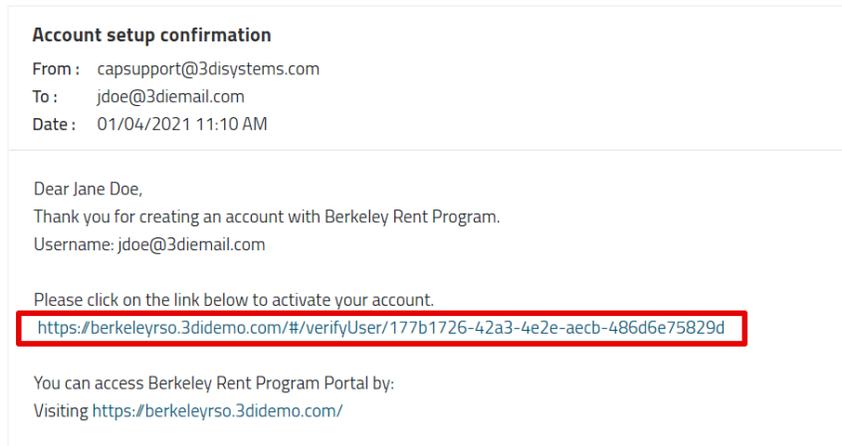
From : capsupport@3disystems.com
To : jdoe@3diemail.com
Date : 01/04/2021 11:10 AM

Dear Jane Doe,
Thank you for creating an account with Berkeley Rent Program.
Username: jdoe@3diemail.com

Please click on the link below to activate your account.
<https://berkeleyrso.3didemo.com/#/verifyUser/177b1726-42a3-4e2e-aecb-486d6e75829d>

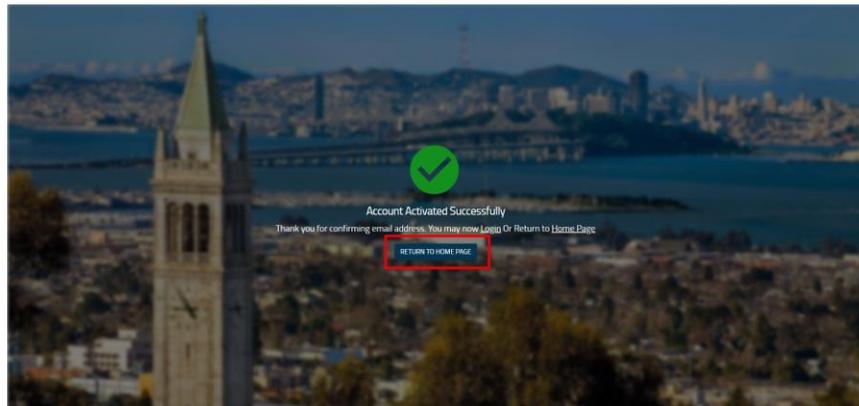
You can access Berkeley Rent Program Portal by:
Visiting <https://berkeleyrso.3didemo.com/>

6. Click on the verification link in the email.



If you did not receive a verification email, check your SPAM folder. If it still did not arrive after 30 minutes, please contact the Rent Board, and inform them the Account Activation Email did not arrive.

7. If the account verification is successful, you will be redirected to a page which indicates the account was activated successfully. You can click on the “RETURN TO HOMEPAGE” button to return to the Home Page and Login.

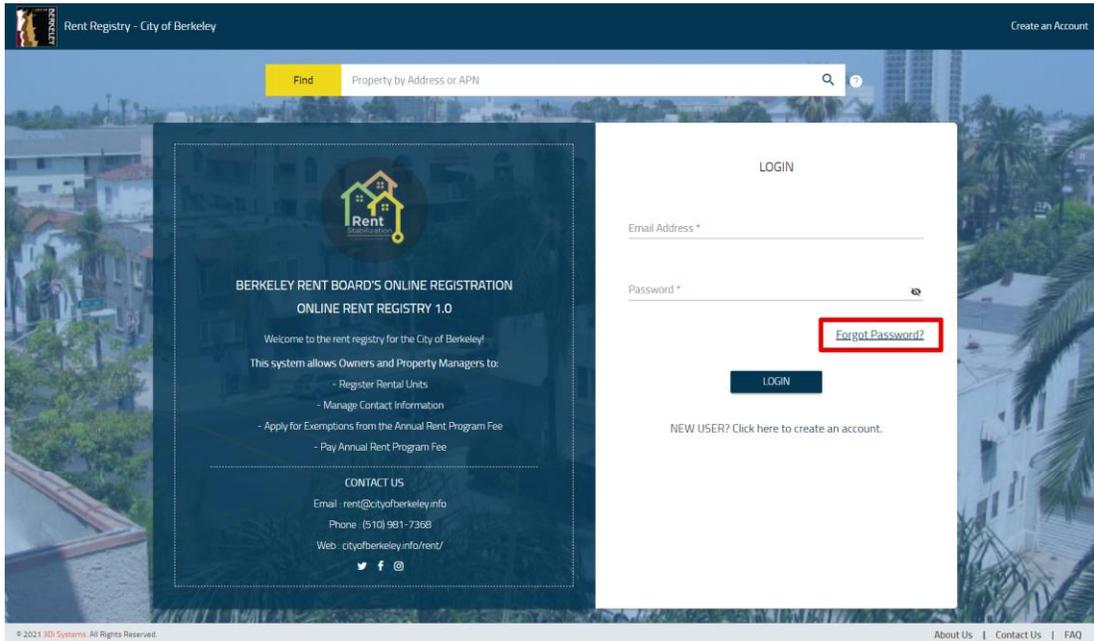


If there is an error in the verification process, please contact the Rent Board and inform them the Account Activation failed and you need assistance.

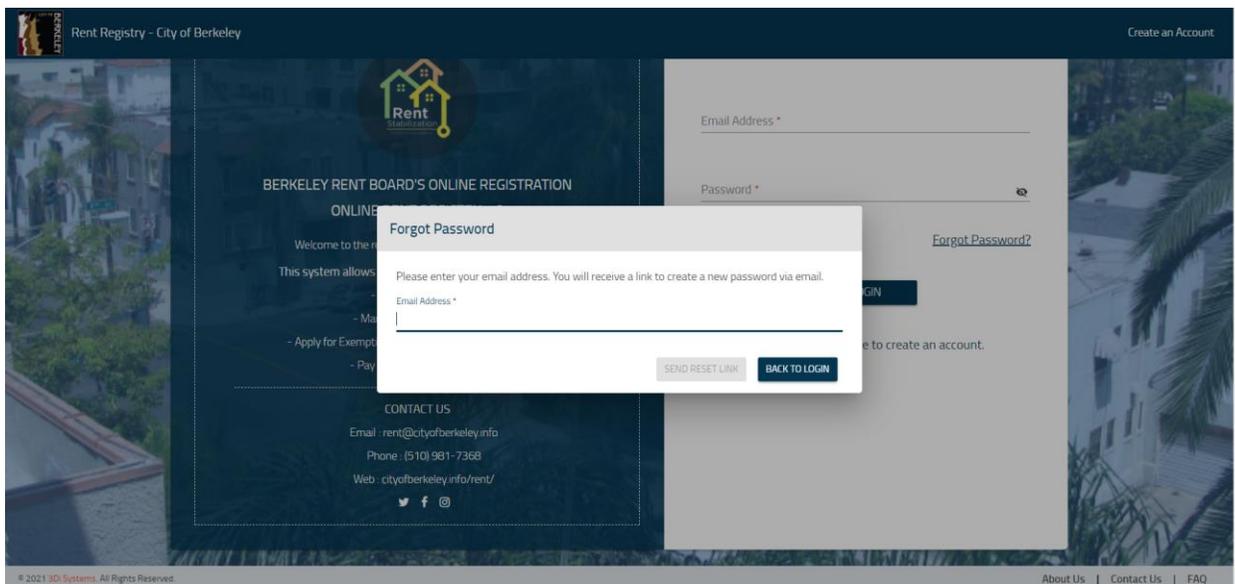
How do I Recover My Password if I Forgot It?

This section will describe how to recover and reset your password if you have forgotten what it is.

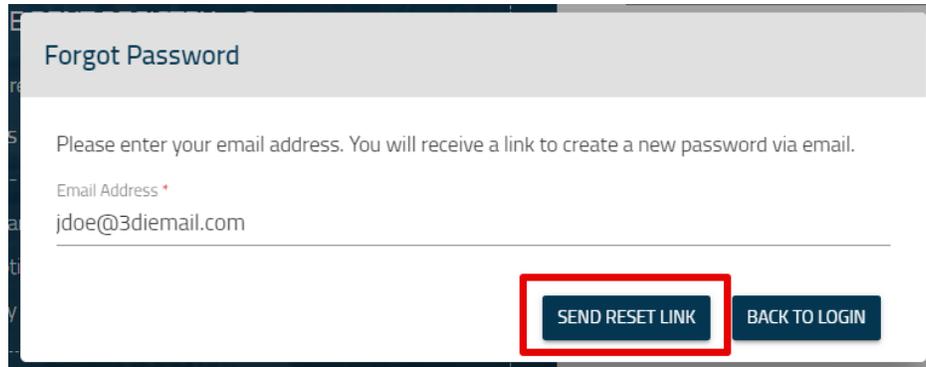
1. Click on the “Forgot Password” link to initiate the process to recover and reset your password. The Forgot Password popup will appear on the screen.



2. Enter the Email Address that was used when you created your account.

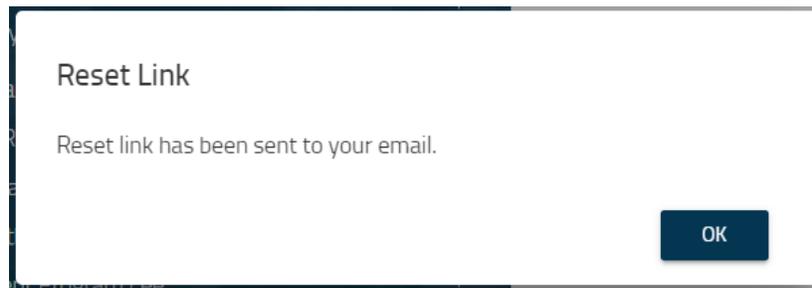


- Once the Email Address is entered, the “SEND RESET LINK” button will be enabled (it will change from gray to blue in color). Click on the Send Reset Link button.

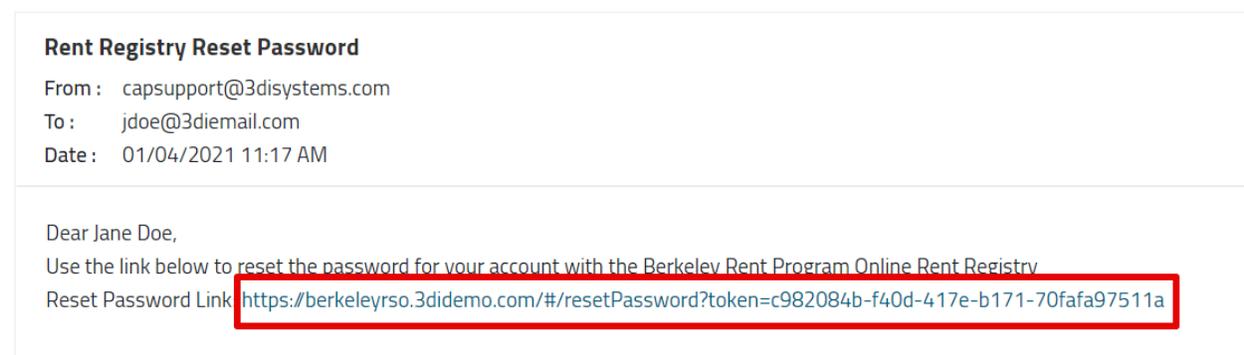


If there is not an account associated with the Email Address, an error will be displayed on the screen indicating that there is no record for the entered email address.

- If there is an account associated with the entered Email Address, the following pop up will appear. Navigate to your email to verify your account.

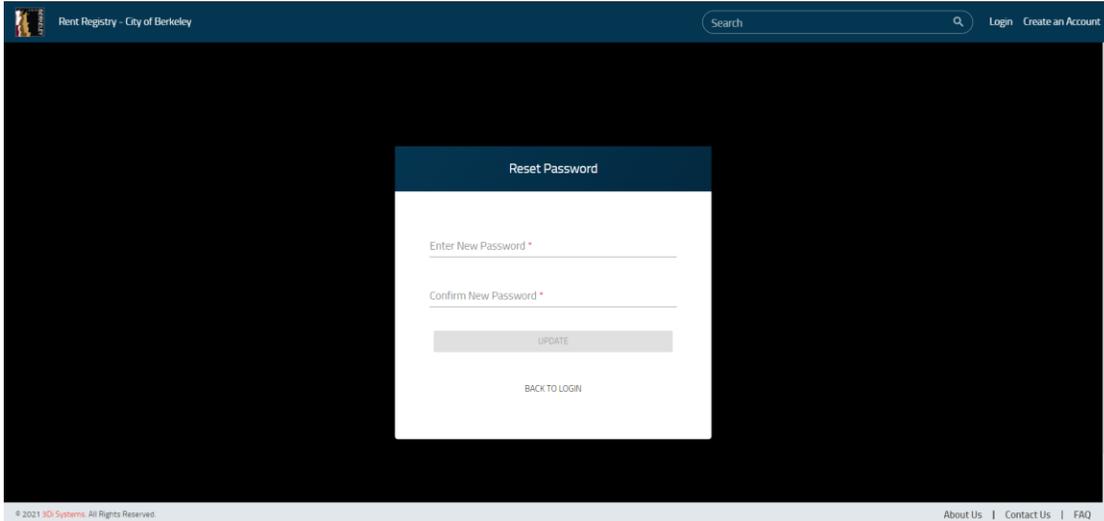


- Click on the verification link in the email.

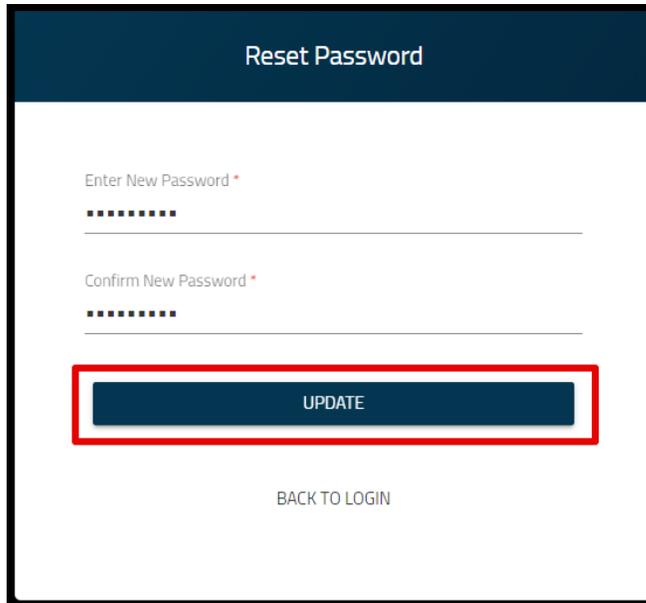


If you did not receive a reset password email, check your SPAM folder. If it still did not arrive after 30 minutes, please contact the Rent Board, and inform them the Reset Password Email did not arrive.

6. You will be redirected to a Reset Password screen. Enter your new Password and confirm it in the two fields. If the entered passwords do not match, an error will be displayed on the screen.

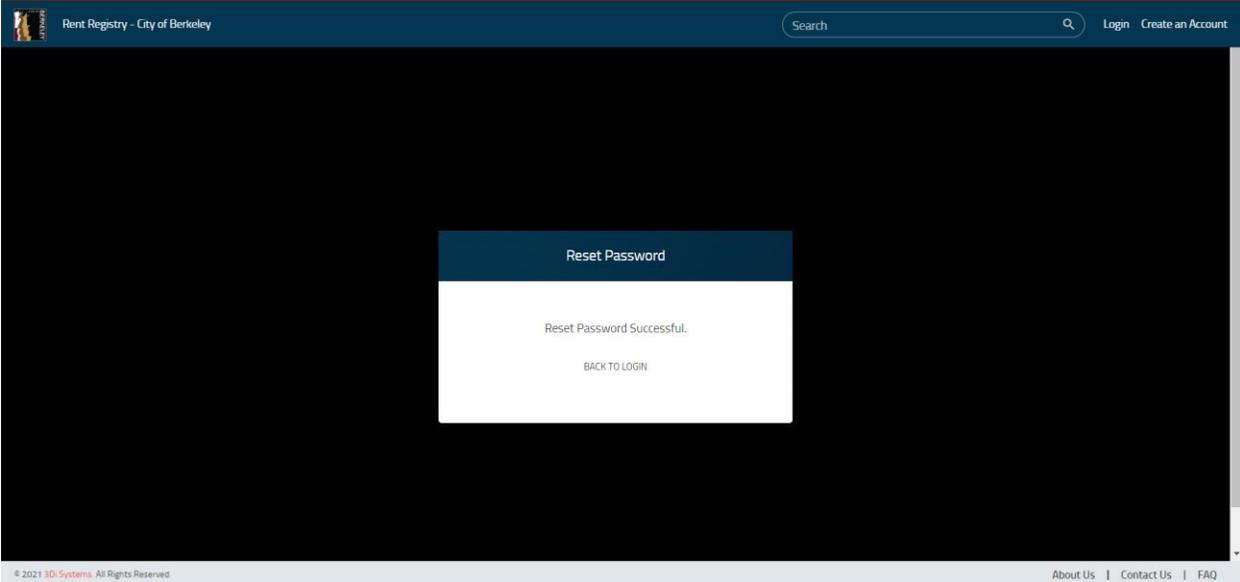


7. Once the Passwords are entered, the “UPDATE” button will be enabled (it will change from gray to blue in color). Click on the Update button to update your password.



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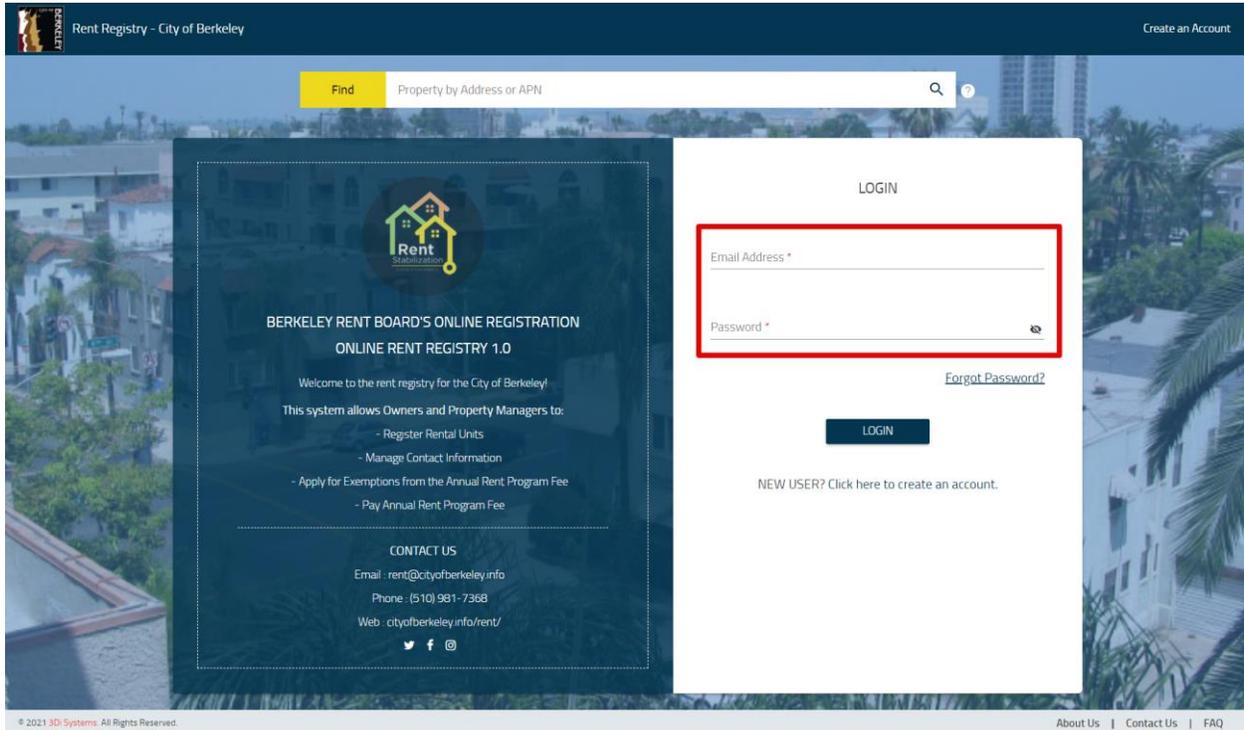
If your password is successfully reset, you will see a message on the screen indicating the password update was successful. You can click on the “BACK TO LOGIN” link to return to the Home Page and Login.



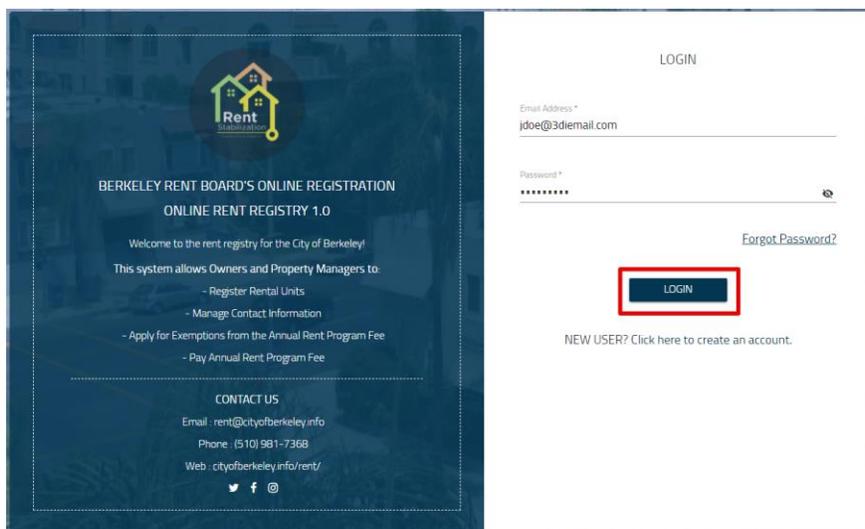
How do I Login to the Rent Registry Website?

This section will describe how to login to the website to access your dashboard. If you do not yet have an account, refer to the section in this document to learn [how to create an account](#).

1. Enter your Email Address in the Email field and then enter your Password.



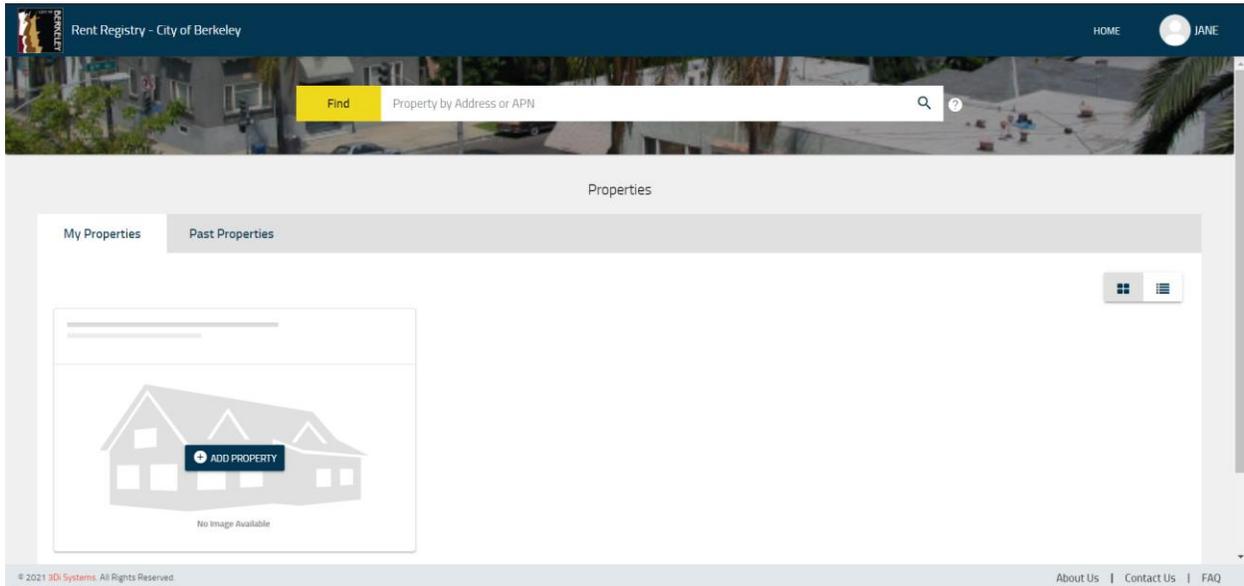
2. Click on the “LOGIN” button to login to the system.



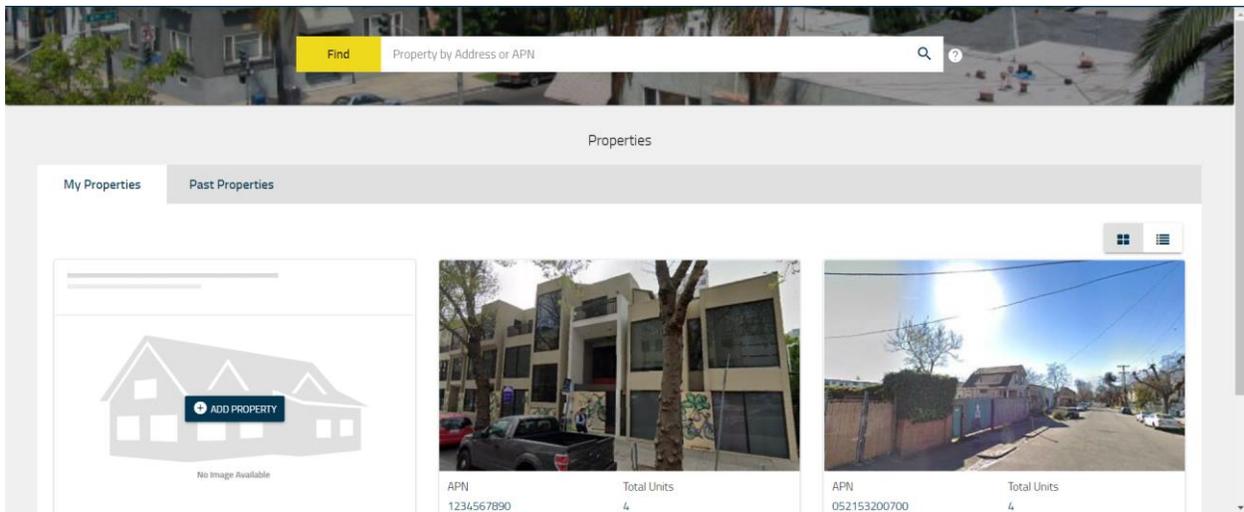
If you entered the incorrect Email Address and/or Password, an error message will appear on the screen.

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Upon successful login, you will be redirected to your Dashboard. If this is your first time logging in, your Dashboard will be empty as shown below.

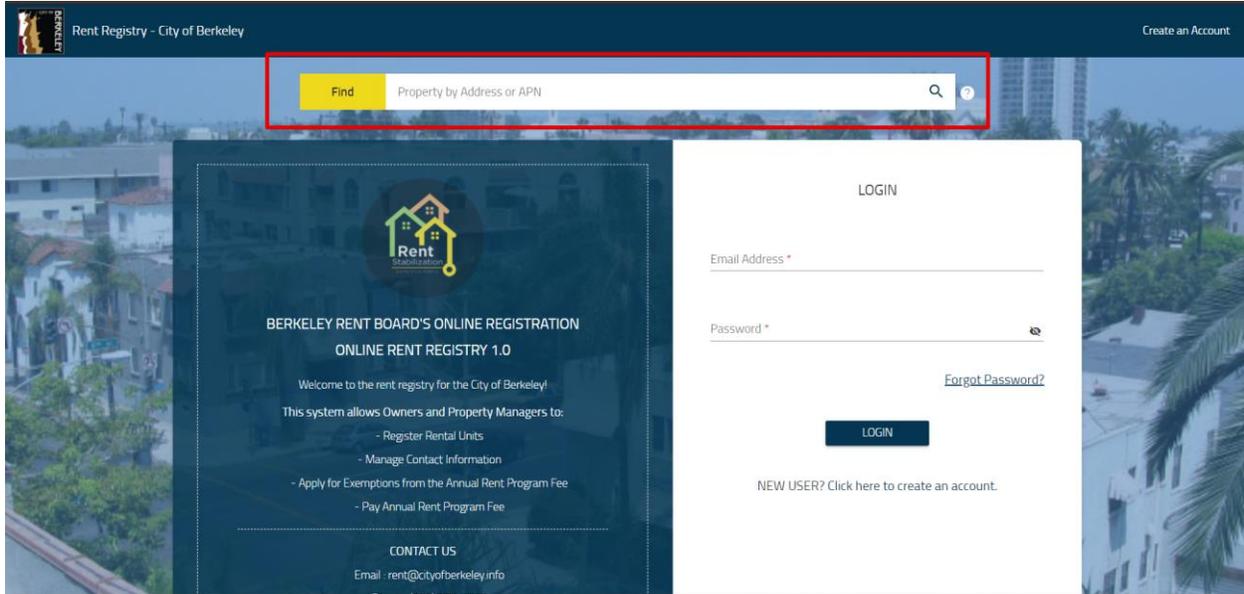


If you have previously logged in and added APNs to your profile, your Dashboard will list all your current APNs as shown below.



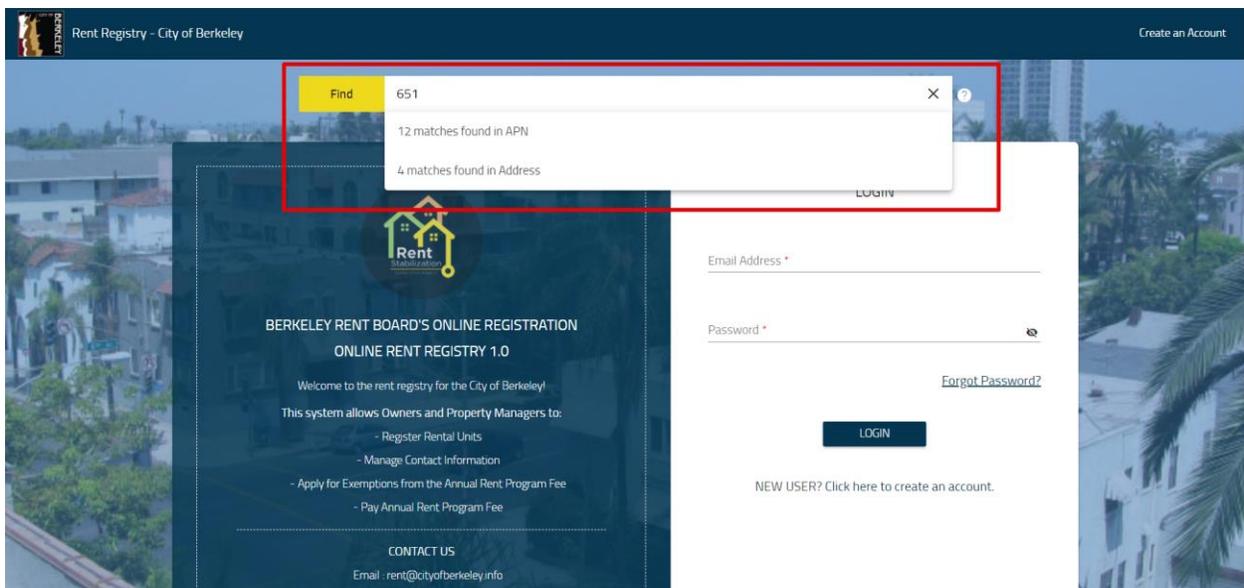
Find Properties with Parcel Number or Address

From the login page, enter the Parcel number or an address in Find Search bar to search a property.



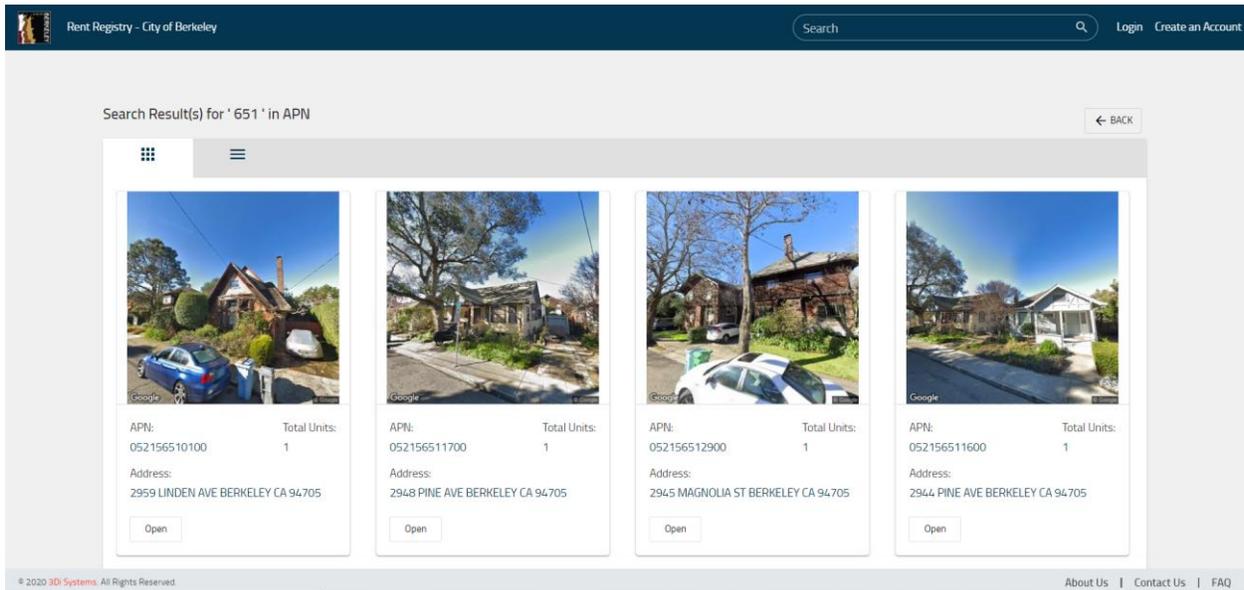
The Search is a predictive search so the system will return suggestions based on the entered input, meaning as you type the APN or Address, you will see text appear below the search bar which may show the number of results/matches with your search criteria by APN or Address.

As you continue to type, the number of results/matches will likely become smaller and smaller as you narrow down your search. Click on the desired search category to see the results.

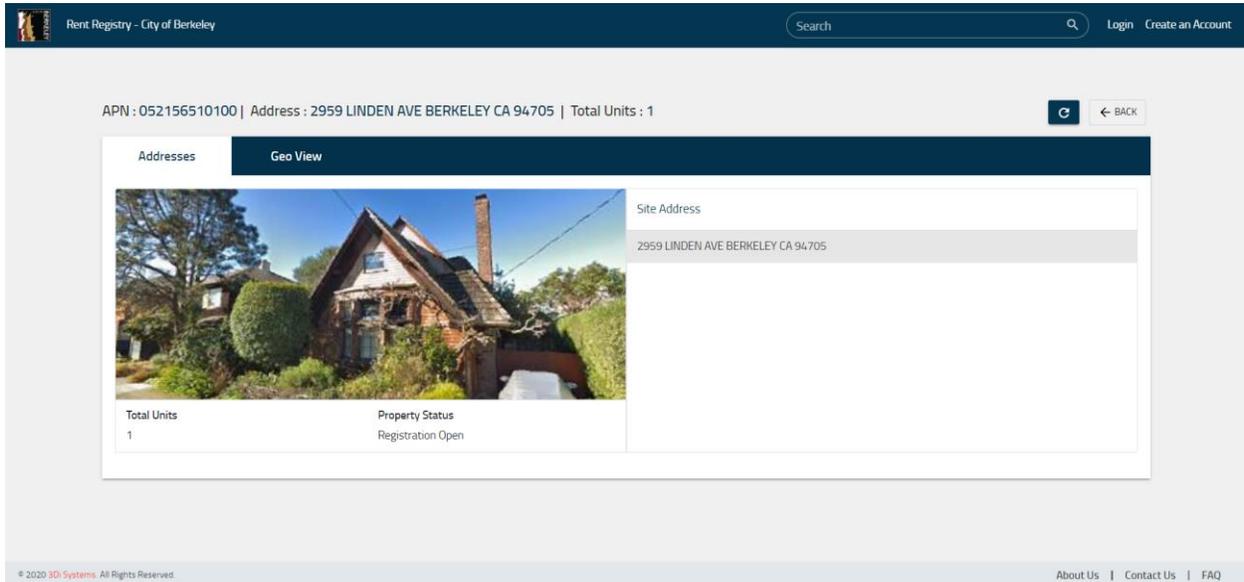


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The Search result will be displayed as shown below.

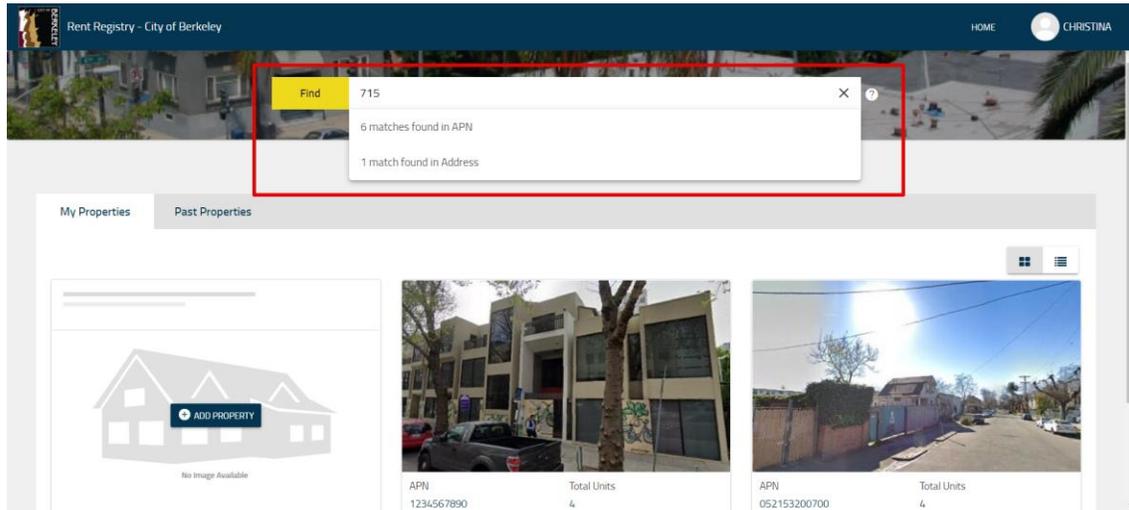


Click on “Open” to view the Property detail page. Since you are not logged in, you can only see minimal information regarding the Property, as the system does not know if you are the user that is responsible for the management of the Property.

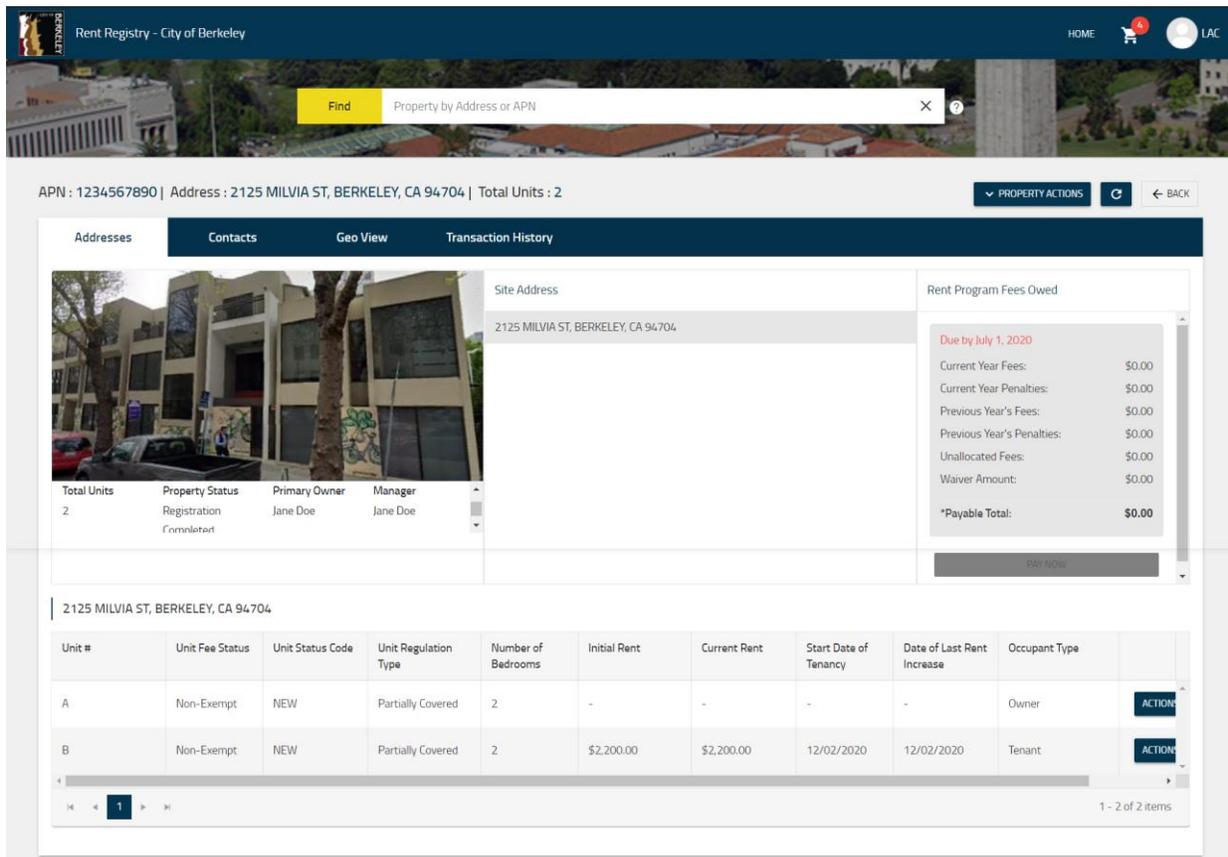


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Alternately, you can also search for a Property when you are logged in from your dashboard as shown below.



If the Property that you search for (and click to view) has not been claimed by you, then the details of that Property will be minimal. However, if you search for and view a Property that you have claimed on your profile, you will be able to view all the property details.

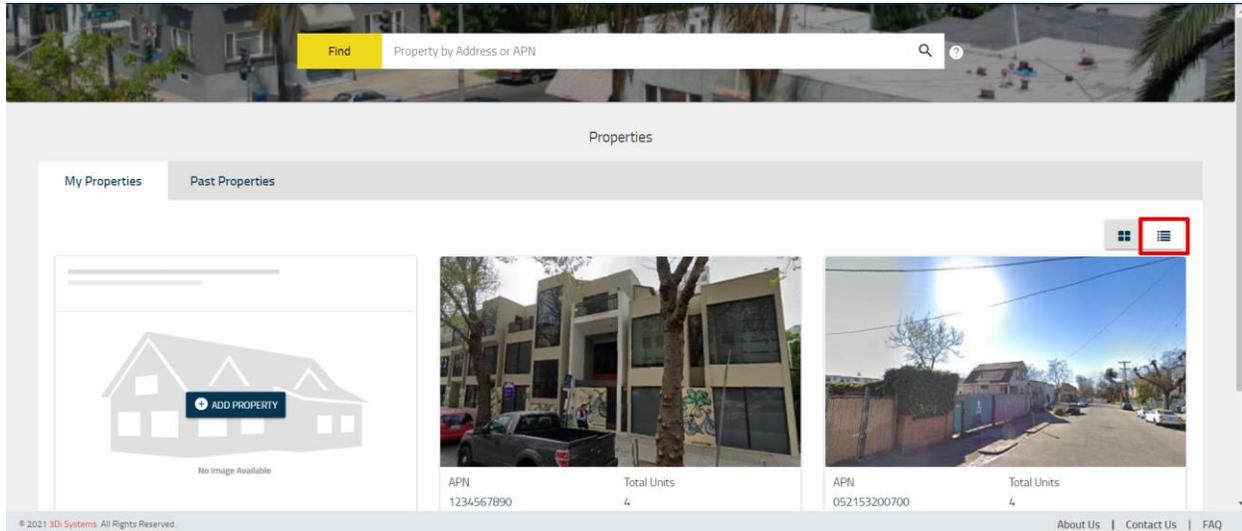


Understanding the Landlord Home Page and Basics

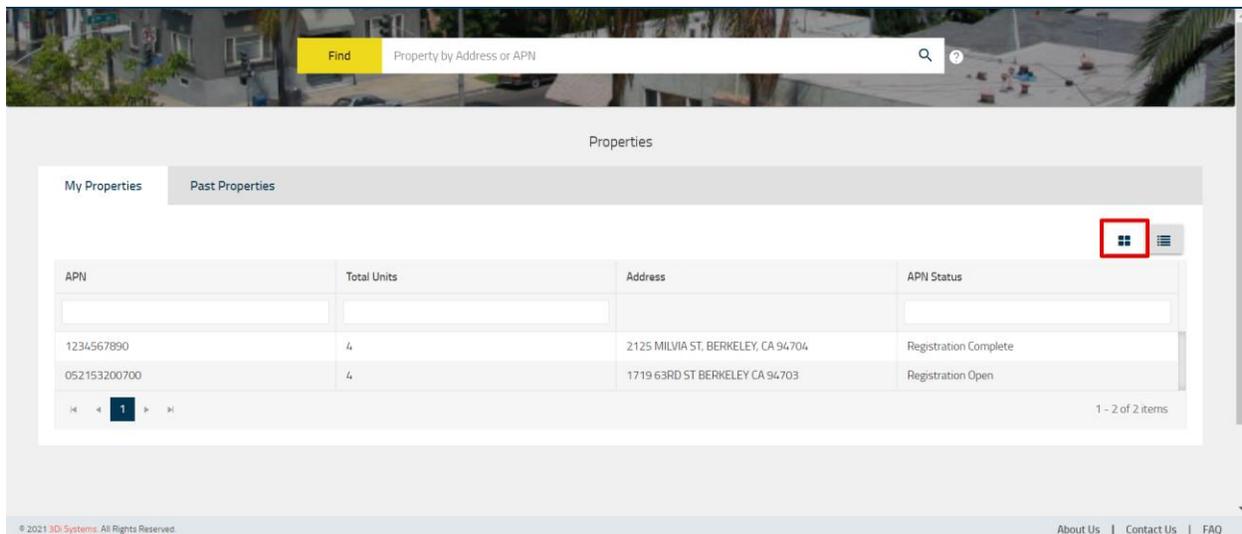
This section will describe the basics of the Landlord Dashboard. The features and functions of the system will be outlined. There is a search bar along with 2 Tabs on the page “My Properties” and “Past Properties”.

Toggle APN View

By default, the system will display the APNs in a ‘Property Card’ format. If you choose to, you may elect to view your APNs in a list. Click on the “List View” icon as shown below.



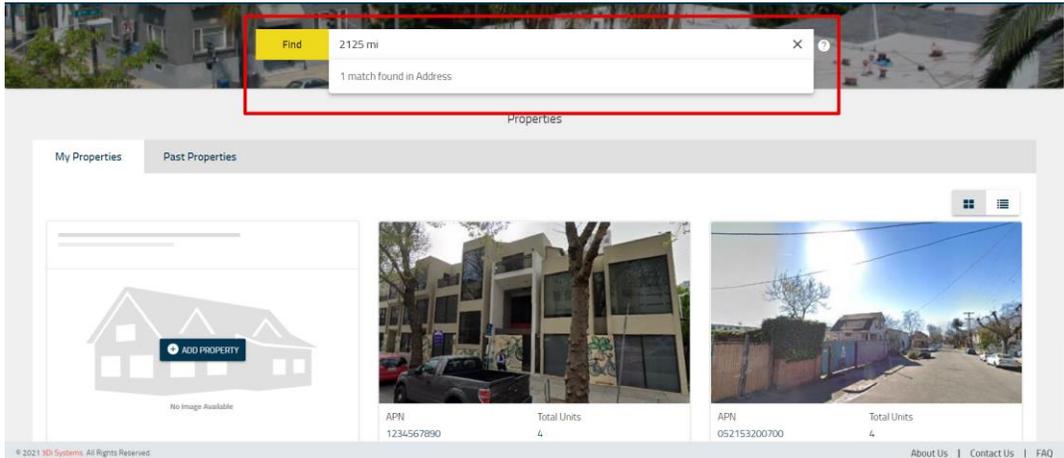
When you click, the APNs will be shown in a table format. You can swap views by clicking on the “Card View” icon.



Search Bar

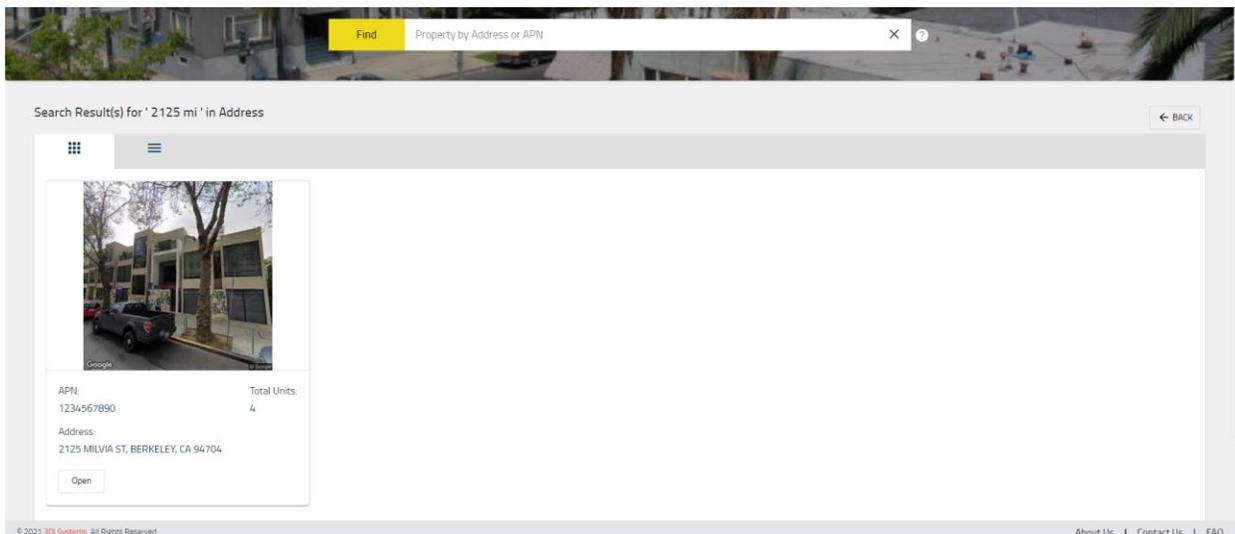
To search for a Property, you may use the search bar. The search will search against all the Properties in the system, whether you have claimed the property or not.

1. To search, begin entering the APN or Address in the search bar.
 - a. If you are entering the APN, do not use spaces.
 - b. If you are entering the Address, you may use the **House Number and/or Street Name**.



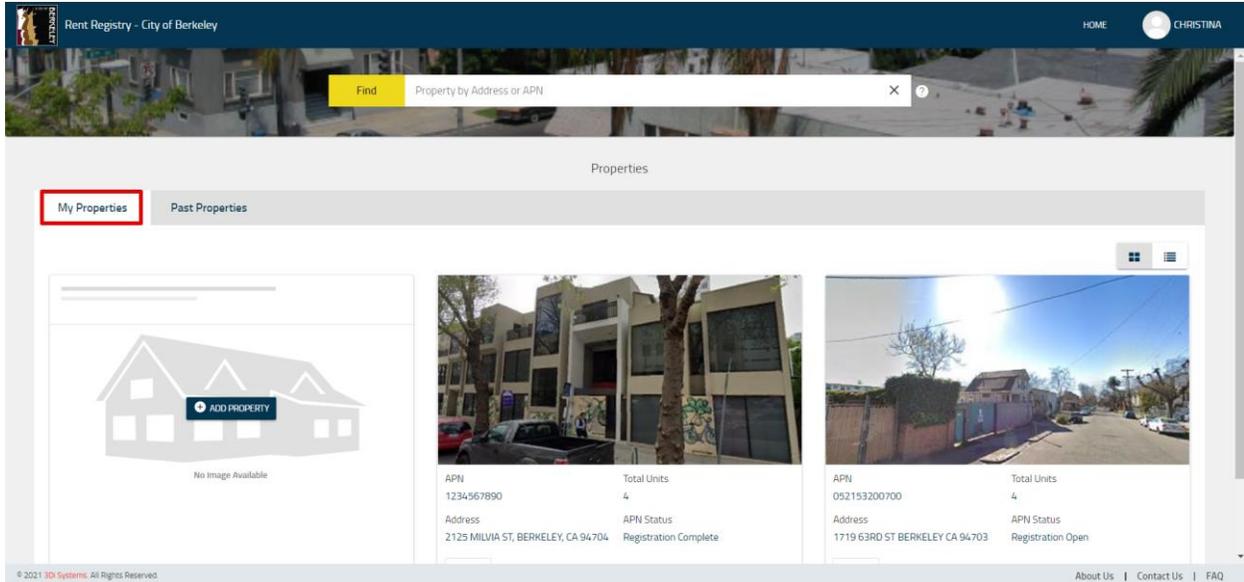
As you type the APN or Address, you will see text appear below the search bar which may show the number of results/matches with your search criteria by APN or Address. As you continue to type, the number of results/matches will likely become smaller and smaller as you narrow down your search.

2. Once you are satisfied with the number of possible matches to your search criteria, click on the text to see the search results. The results will appear, and you can click on the property to view the information. If you have claimed the property, you can see the full details. If you have not claimed the property, the information that you can view will be limited and you will not be able to make changes to your property.



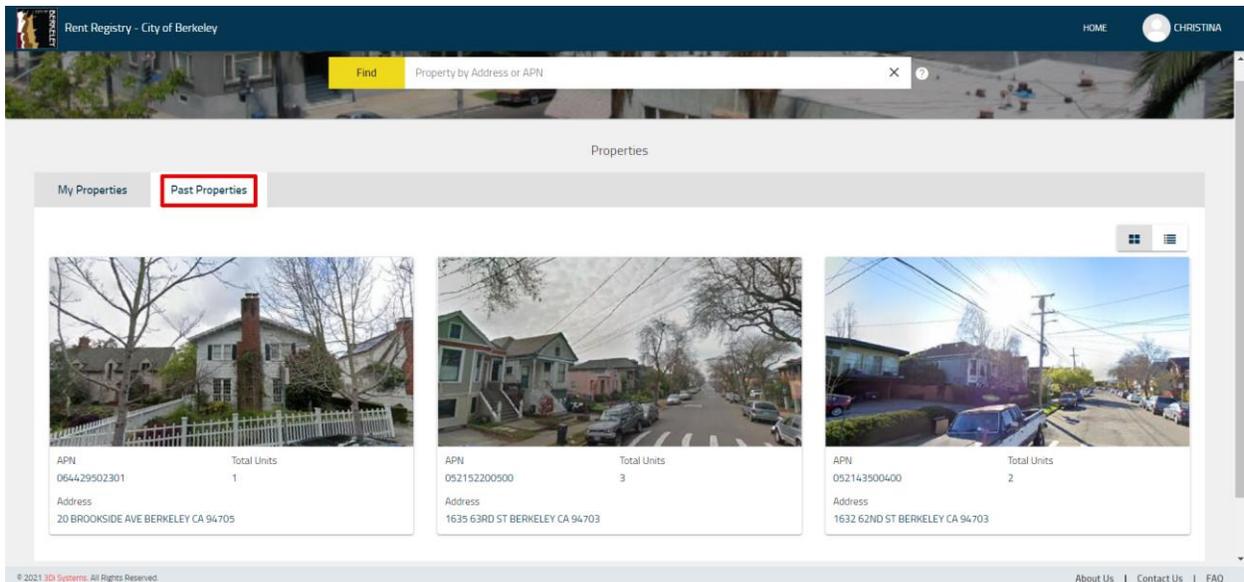
My Properties Tab

The “My Properties” tab contains all the APNs that you have added to your profile and that you actively manage in the system. When you log in, this tab will be displayed by default. This tab is where you will need to go if you need to Add an APN to your profile.



Past Properties Tab

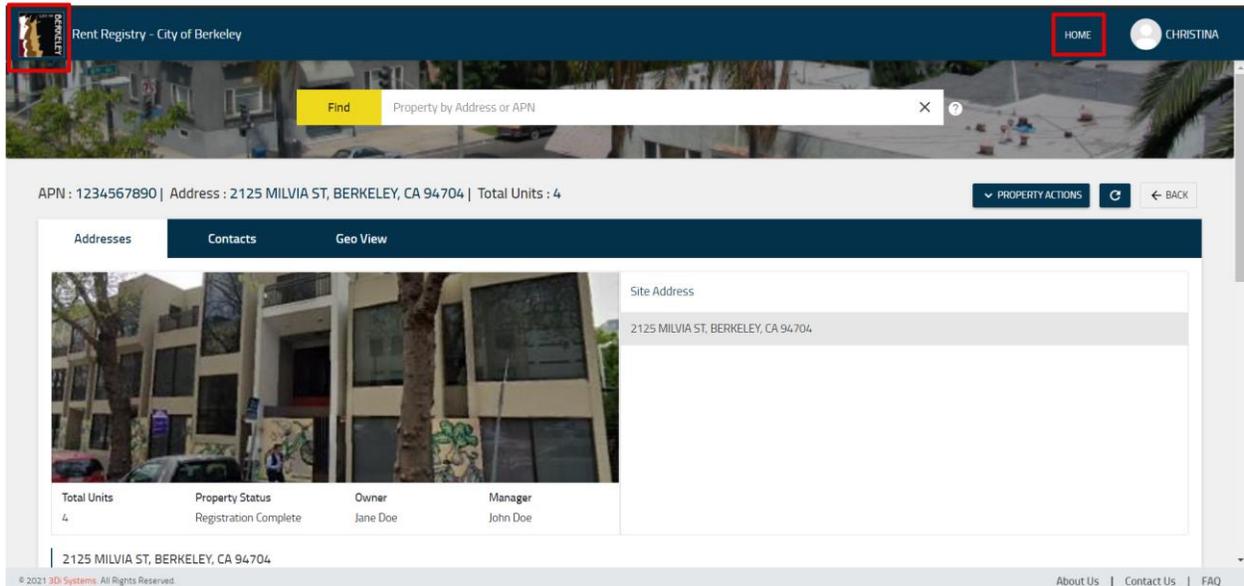
The “Past Properties” tab contains the properties that you once had registered to your profile. A property will only appear in the tab after you have submitted a “New Property Ownership” amendment and it has been approved by Staff. You will have limited access to the data on properties that you no longer own.



How Do I Return to My Dashboard?

If you have navigated away from your dashboard, by conducting a search or viewing an APN's Details page, you can return to the Dashboard one of two ways:

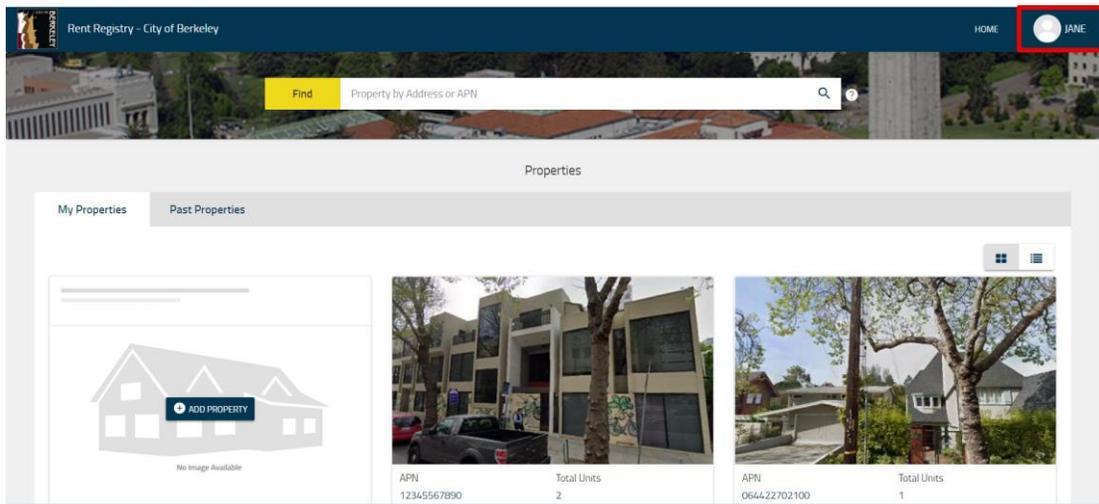
1. Click on the Logo in the top left corner
2. Click on the "Home" link in the Header



How Do I Update My Profile?

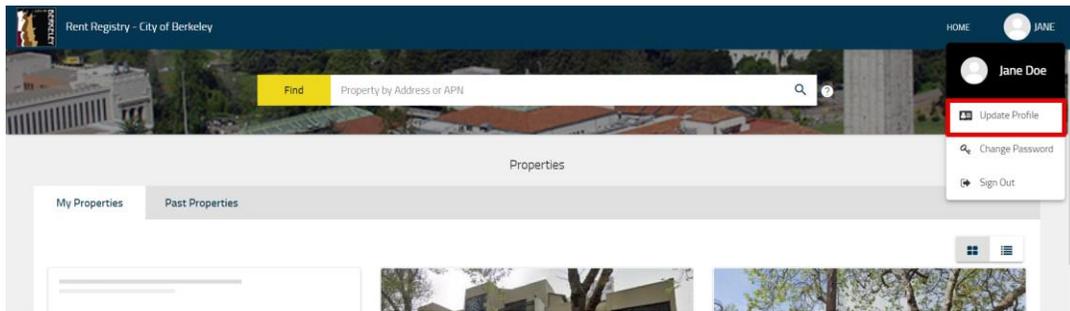
This section will describe how to update your profile. If you elect to make an Online Payment for your Property, this may save you a few steps once you are redirected to the ACI Payment website.

1. To update your profile, you first need to be logged in. Click on your name in the top right corner of the website.



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2. Click on the “Update Profile” link from the drop-down menu.



The profile page will appear. You may notice the Address section is there with no or limited information.

3. You can enter your address details. Enter the **Place** – this will bring up Google suggestions. When you select an address, many of the address fields will be filled in. You may need to enter the House Number and Address Type. You will also need to select the Address as Primary (select the checkbox).

First Name * Jane Middle Name Last Name * Doe Nick Name

Upload Photo

Address

Address Type * Home Location * 2125 Milvia St, Berkeley, CA 94704, U REMOVE ADDRESS

House Number * 2125 House Fraction Number Street Direction * Milvia St Street Name * Milvia St

Unit City * Berkeley State * CA Country * United States

Landmark Building Type Zip * 94704 Primary

4. Update or Add any other information you would like to and click on the Update button at the bottom of the screen. Please Note: you cannot change your Primary Email ID which you use to login.

Rent Registry - City of Berkeley HOME JANE

Additional Details + ADD NEW FIELD

Email Address E-mail Address christina@3diemail.com + ADD NEW EMAIL

Timezone

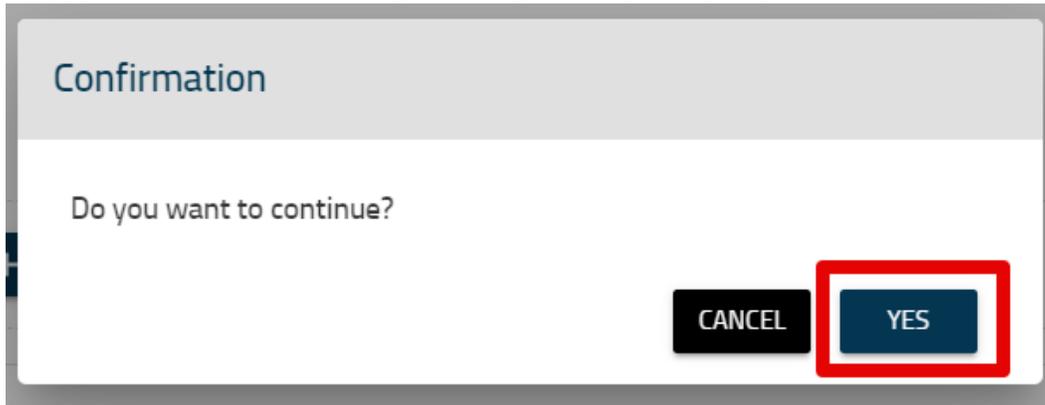
Receive Emergency Notifications

Preferred Communication Channel Mobile E-mail

CANCEL UPDATE

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5. If there are any errors, appropriate messaging will appear. If not, then a confirmation pop up will appear. Click on Yes to save your changes and update your profile.

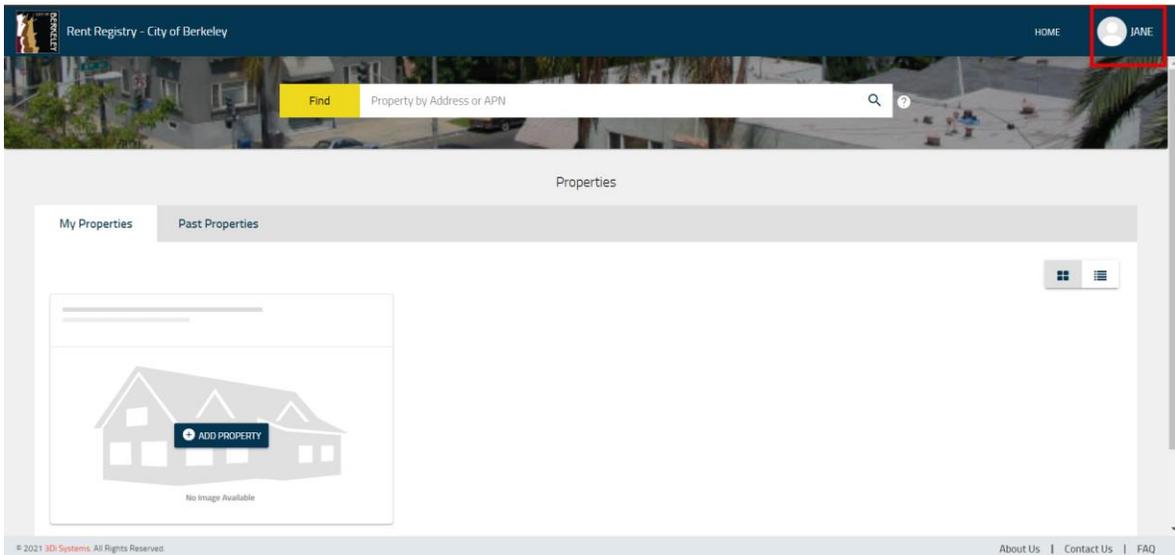


A successfully done message will appear on the screen and your profile will be updated. If you ever decide to complete a Payment Online, then when you are on the ACI Payment website, your profile information will appear there (Name, Address, Phone) so you would not need to enter it from scratch. You would be able to make edits if required.

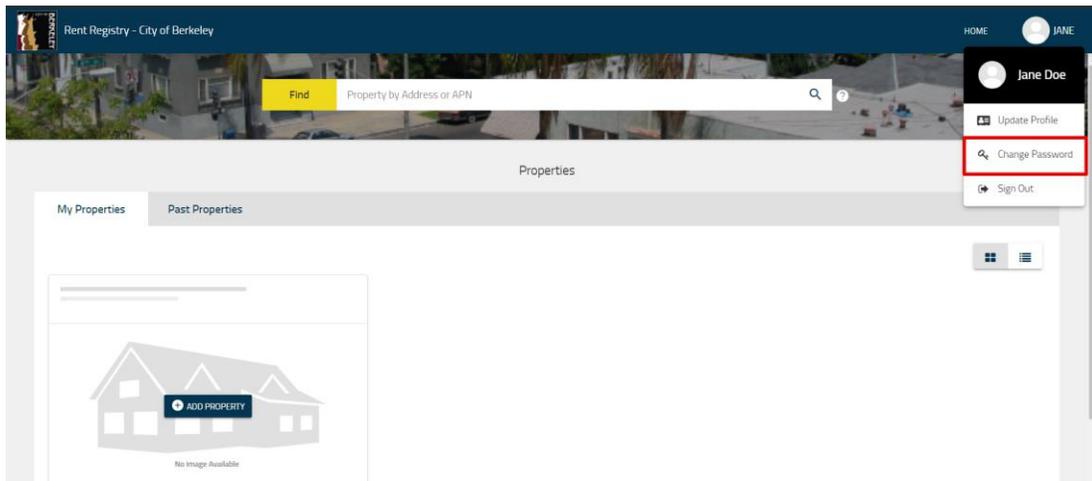
How Do I Change My Password?

This section will describe how to change your password.

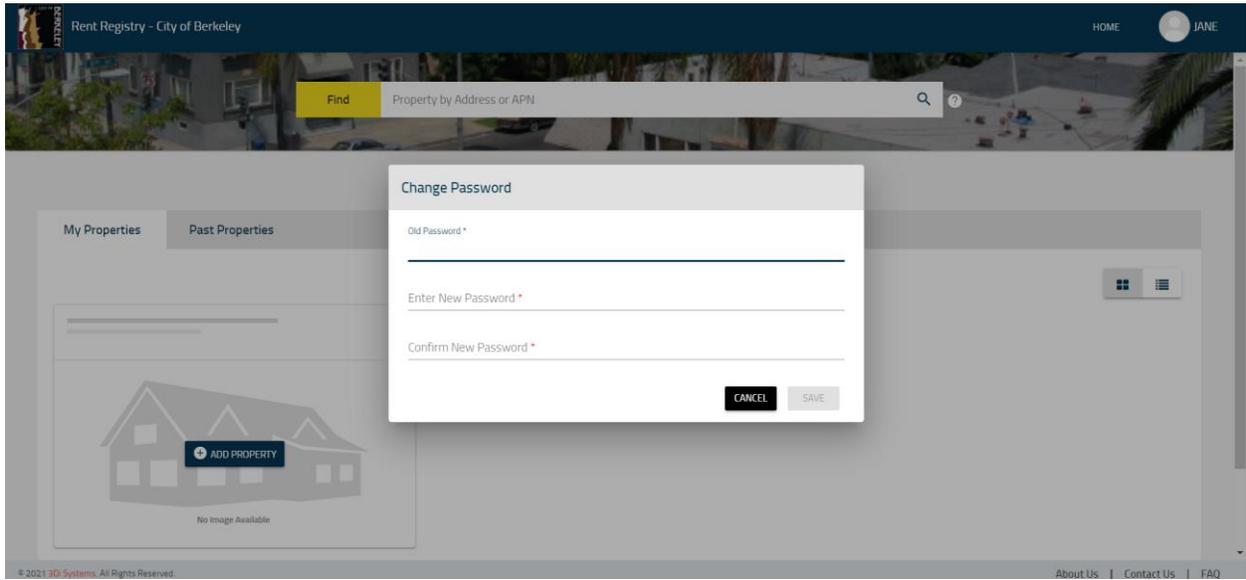
1. To change your password once you are logged in, click on your name in the top right corner of the website.



2. Click on the "Change Password" link from the drop-down menu. The Change Password pop up will appear.

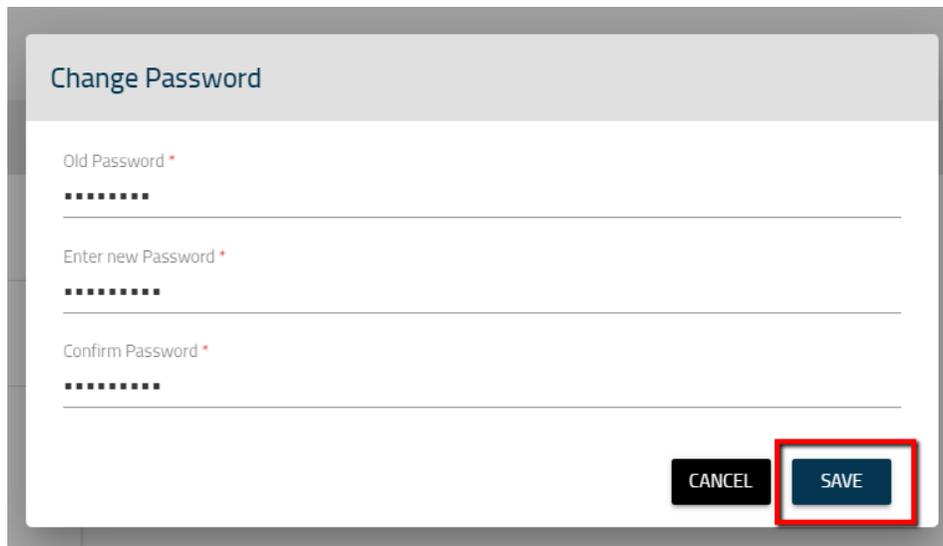


3. Enter your current password in the “Old Password” field and your new password in the two password fields.



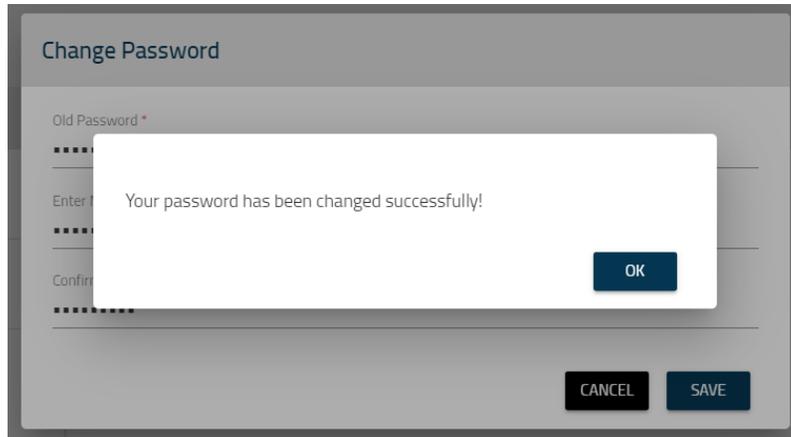
If there are any errors in with the new password, error messages will appear on the screen to describe the issue.

4. Once the Passwords are entered, the “SAVE” button will be enabled (it will change from gray to blue in color). Click on the Save button.



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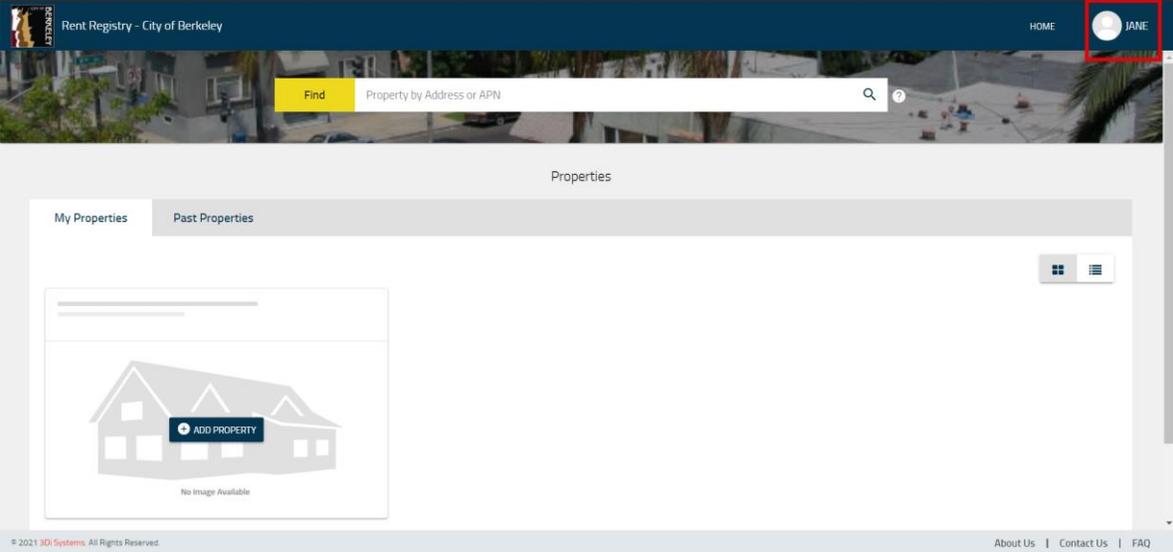
If your password is successfully reset, you will see a message on the screen indicating the password update was successful. You can click on the “OK” button to close the pop up. The system will log you out and require you to sign in again.



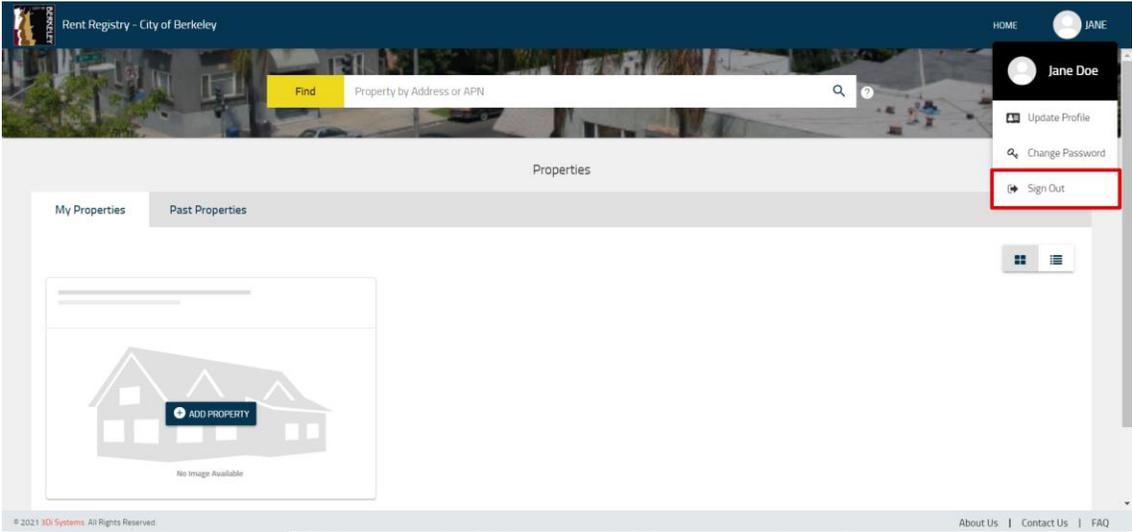
How Do I Sign Out of the System?

This section will describe how to sign out of the system.

1. To sign out of the system, click on your name in the top right corner of the website.



2. Click on the "Sign Out" link from the drop-down menu. The system will sign you out and you will return to the Login Screen.



How do I Add and APN/Property to My Dashboard?

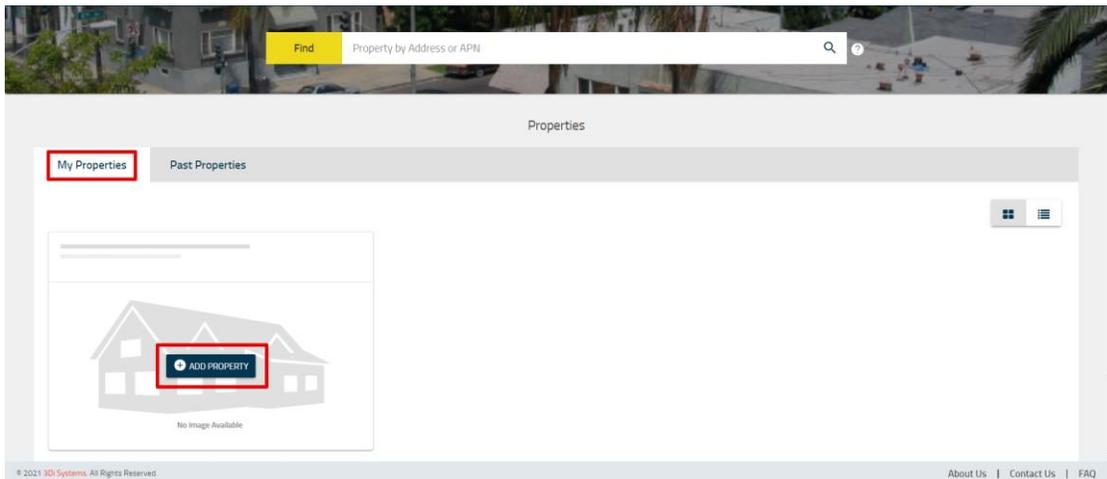
This section will describe how you can add a Property to your Dashboard for Registration. This is a one-time activity for each APN that you own. Once the APN is added, it will remain on your profile until there is a change in ownership of the APN.

The Berkeley Rent Board will provide you with your APN and Pin. The Pin is required to add the property to your profile so we can ensure the intended user is adding the correct APN to manage. Each APN will have its own unique Pin Number.

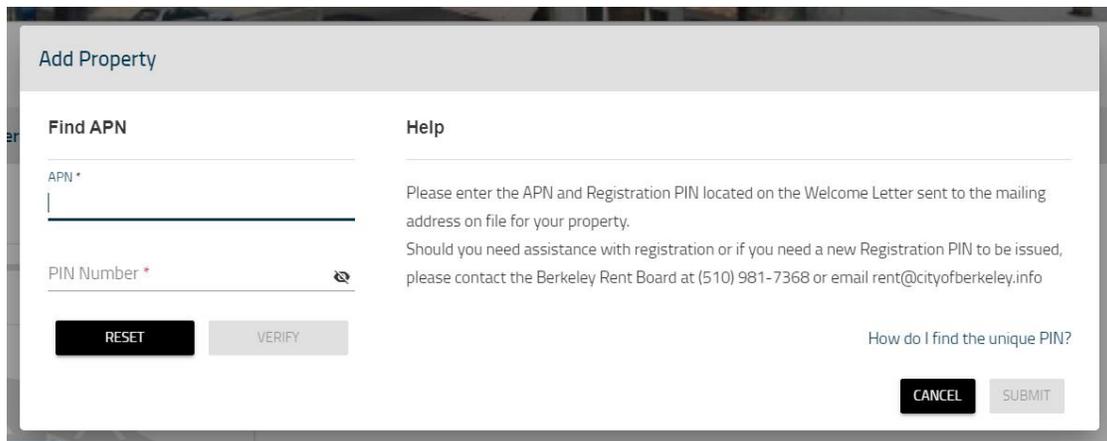
If you do not know your APN's Pin, call the call the Berkeley Rent Board at (510) 981-7368 or email rentregistry@cityofberkeley.info and inform them that you need your APN's Pin. They will ask some questions to confirm your identity, so please have your property information ready.

Follow the steps below to learn how to add an APN to your dashboard.

1. From the "My Properties" tab while you are in the "Property Card" view, there is an "ADD PROPERTY" button. Click on the Add Property button.



The Add Property pop up will appear.



2. Enter the APN and Pin for your property. The Pin can be found in the Registration Packet that was mailed to you. If you cannot locate this, contact the Rent Board Staff.

3. Once the APN and Pin are entered, the “VERIFY” button will be enabled (it will change from gray to blue in color). Click on the Verify button.

If the Property is already ‘claimed’ by another user or there is an error with the APN and Pin combination, an error message will be displayed on the screen and will describe the error. If you see an error message, try entering the APN and Pin again. If the issue persists, contact the Rent Board, and inform them of your issue.

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If you have successfully entered the correct APN and Pin combination, the associated Site Address(es) for the APN will appear as shown below.

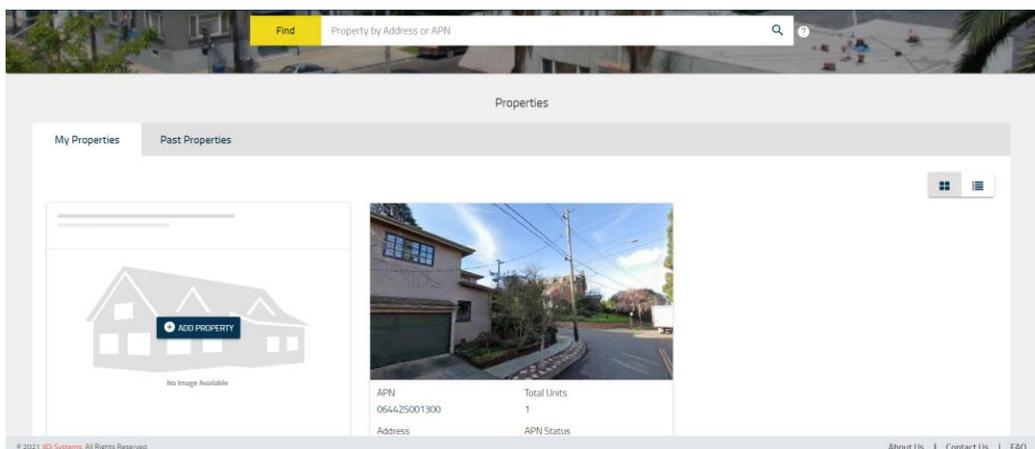
The screenshot shows the 'Add Property' form with the following fields and content:

- Find APN:** APN: 064425001300, PIN Number: *****
- Buttons:** RESET, VERIFY
- Address(es):** 139 HILLCREST RD BERKELEY CA 94705 (highlighted with a red box)
- Help:** Please enter the APN and Registration PIN located on the Welcome Letter sent to the mailing address on file for your property. Should you need assistance with registration or if you need a new Registration PIN to be issued, please contact the Berkeley Rent Board at (510) 981-7368 or email rent@cityofberkeley.info
- Footer:** CANCEL, SUBMIT

4. Once the APN has been verified, click on the Submit button to complete the process and add the APN to your dashboard.

This screenshot is identical to the previous one, but the 'SUBMIT' button in the bottom right corner is highlighted with a red box.

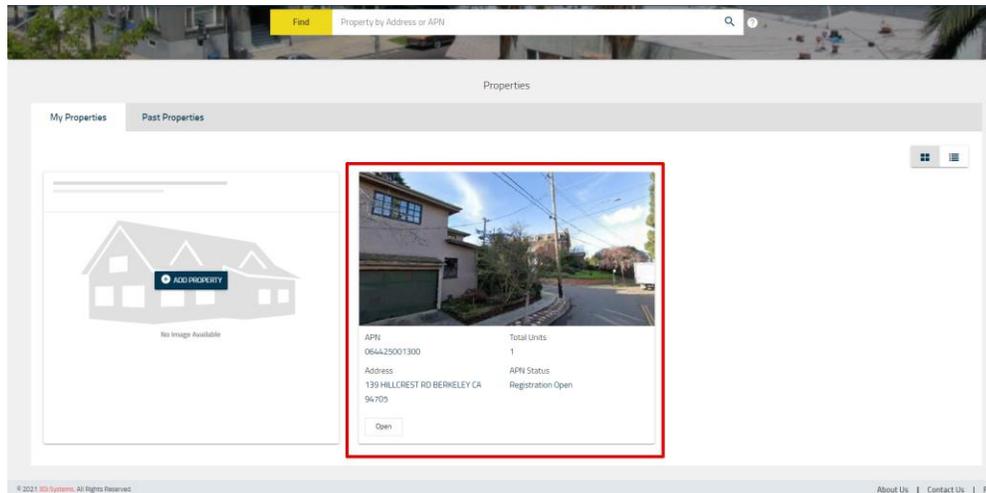
When you have successfully added the property to your profile, you will be redirected to your dashboard and will see your newly added property.



Understanding the Property Details and Basics

This section will describe the basics of the APN Details page, where things are located, and how to navigate the APN Details page. The goal is to familiarize you with the terminology and placement of the features to enhance your experience with the Rent Board’s Online Rent Registry Website.

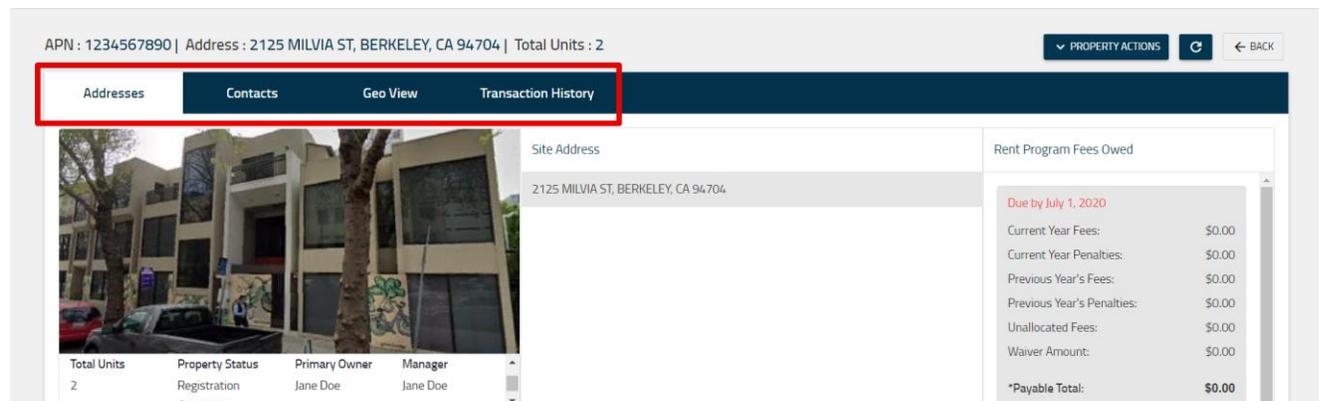
To access an APN’s Details page, click on the ‘Property Card’ or the “OPEN” button for the property as shown below.



Every part of the APN Details page will be broken down and described below.

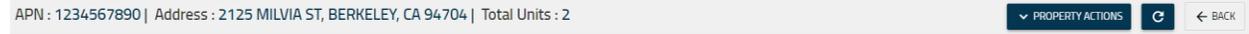
The APN/Property Details page will appear when you click on the “Open” button as shown above. Much like the Dashboard, the APN Details page is broken into different tabs. Each tab will contain different information and actions. The following tabs are on the APN Details page:

- Addresses Tab (default tab when the APN Details page opens)
- Contacts Tab
- Geo View
- Transaction History



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At the top of the APN Details page, the APN, Primary Address, and Total Units of the Property are listed. Additionally, there is a “Property Action” menu, Refresh button, and a Back button. The menu options in the Property Actions menu will change depending on where you are in the Registration process. This will be addressed throughout this user guide.



At the bottom of the APN Details page, there is a section for Case History. The system is a ‘case-based’ system. If a Unit Exemption is submitted, a case will be created for the Unit Exemption. Each Case in the system will have its own Case ID and will be displayed in the Case History table.

Case Id	Created on Entity	Case Type	Created Date	Last Modified	Case Status	Action
RR2020-21-214369	APN: 064425001300	Rent Registry	01/04/2021	01/04/2021	Registration Open	

1 - 1 of 1 items

The ‘Created on Entity’ column describes if the Case is at the APN level or is a Unit level case. This will become apparent throughout the user guide. To view a Case’s Details page, you can click on the record on the table. The Case Details page will be described later in the guide.

Addresses Tab

The Addresses Tab will be displayed by default and has the most information regarding the APN/Property. This section will describe each section of the Addresses Tab.

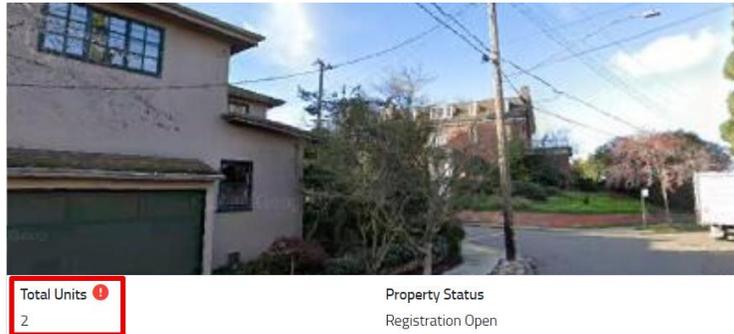
Unit #	Unit Fee Status	Unit Status Code	Unit Regulation Type	Number of Bedrooms	Initial Rent	Current Rent	Start Date of Tenancy	Date of Last Rent Increase	Occupant Type
2									

For every APN, there is a Property Image that is displayed. The image that appears is coming from Google and may not be totally accurate.

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Just below the Property Image, there is a section with some text displayed. Depending on the information that has been added to the Property, you may see some discrepancies here.

- **Total Units** of the APN/Property are listed. If the number of Units that are added to the APN does not match the Total Units, there will be an error listed as shown below. If you see this, contact the Rent Board to rectify the total units of the APN (if it is not accurate).



- **Property Status** will be displayed. If the APN Status is “Registration Open” or “Registration Denied”, then the Landlord will need to submit the APN for Registration. If the APN Status is “Pending Staff Review” then the Staff will need to review any Exemption requests that were submitted. If the APN Status is “Registration Completed” then the APN/Property has been Registered and any fees for the current cycle would be calculated and payable.
- If **Contacts** have been added to the APN, the Owner Name and Manager Name will be listed as shown below. If the APN does not have any Contacts added to it, then the names will not appear until the Contacts are added.



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Below the Total Units, there may be some error messages displayed. Each APN in the system is required to have the following information:

- Primary Owner Contact
- Property Manager Contact
- Unit Details for each Unit (Number of Units and Occupant Type)

If any of these are missing, error messages will be displayed to inform you of the missing data. Additionally, if the Contact Information is missing, there is a link, “Click Here to Add”, you can click on to navigate to the Contacts tab.

APN : 1234567890 | Address : 2125 MILVIA ST, BERKELEY, CA 94704 | Total Units : 2

PROPERTY ACTIONS | BACK

Addresses | **Contacts** | Geo View | Transaction History

Site Address
2125 MILVIA ST, BERKELEY, CA 94704

Rent Program Fees Owed

Due by July 1, 2020	
Current Year Fees:	\$0.00
Current Year Penalties:	\$0.00
Previous Year's Fees:	\$0.00
Previous Year's Penalties:	\$0.00
Unallocated Fees:	\$0.00
Waiver Amount:	\$0.00
*Payable Total:	\$0.00

Total Units: 2 | Property Status: Preparing for Registration

***Primary Owner and Property Manager Contact Information is Incomplete.** [Click Here to Add](#)

To the right of the property image, the APN’s Site Addresses will be listed. If a Site Address is missing or not needed, please report this to the Rent Board so your APN can be updated.

APN : 1234567890 | Address : 2125 MILVIA ST, BERKELEY, CA 94704 | Total Units : 2

PROPERTY ACTIONS | BACK

Addresses | **Contacts** | Geo View | Transaction History

Site Address
2125 MILVIA ST, BERKELEY, CA 94704

Rent Program Fees Owed

Due by July 1, 2020	
Current Year Fees:	\$0.00
Current Year Penalties:	\$0.00
Previous Year's Fees:	\$0.00
Previous Year's Penalties:	\$0.00
Unallocated Fees:	\$0.00
Waiver Amount:	\$0.00
*Payable Total:	\$0.00

Total Units: 2 | Property Status: Preparing for Registration

***Primary Owner and Property Manager Contact Information is Incomplete.** [Click Here to Add](#)

To the right of the Site Addresses, the APN’s Outstanding Balances will be displayed. Each Year the Rent Board collects fees for each Non-Exempt Unit and applies penalties if these fees are not paid on time. The Rent Program Fees Owed would be inclusive of any outstanding fees from past registration cycles through the current cycle. If you have any ‘credit’ on the Property due to overpayment of the fees, this amount would be reflected on the “Unallocated Fees” and would be reduced from the calculated fees.

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Additionally, the “Pay Now” button will only be enabled AFTER the Registration is Submitted and Staff has reviewed the details (if applicable).

APN : 1234567890 | Address : 2125 MILVIA ST, BERKELEY, CA 94704 | Total Units : 2

Addresses | **Contacts** | Geo View | Transaction History

Site Address
2125 MILVIA ST, BERKELEY, CA 94704

Total Units: 2 | Property Status: Registration Open

*Primary Owner and Property Manager Contact Information is Incomplete. [Click Here to Add](#)

Rent Program Fees Owed

Due by July 1, 2020

Current Year Fees:	\$0.00
Current Year Penalties:	\$0.00
Previous Year's Fees:	\$0.00
Previous Year's Penalties:	\$0.00
Unallocated Fees:	\$0.00
Waiver Amount:	\$0.00
*Payable Total:	\$0.00

[PAY NOW](#)

Note: if you submit the property for Registration and have submitted any new Unit Exemption requests alongside, the Pay Now button will be enabled once Staff has come to a determination on your Exemption requests. Otherwise, you can submit a payment offline directly to the Rent Board.

Each Site Address will be listed on the APN Details page with Units under each one. The Units have been preloaded to each APN/Property and whatever data was provided to the Rent Board in the past will carry over. If there are any Units missing or the Unit Name is not accurate, reach out to the Rent Board so this can be fixed.

APN : 1234567890 | Address : 2125 MILVIA ST, BERKELEY, CA 94704 | Total Units : 2

Addresses | **Contacts** | Geo View | Transaction History

Site Address
2125 MILVIA ST, BERKELEY, CA 94704

Total Units: 2 | Property Status: Registration Open

*Primary Owner and Property Manager Contact Information is Incomplete. [Click Here to Add](#)

Rent Program Fees Owed

Due by July 1, 2020

Current Year Fees:	\$0.00
Current Year Penalties:	\$0.00
Previous Year's Fees:	\$0.00
Previous Year's Penalties:	\$0.00
Unallocated Fees:	\$0.00
Waiver Amount:	\$0.00
*Payable Total:	\$0.00

[PAY NOW](#)

Unit #	Unit Fee Status	Unit Status Code	Unit Regulation Type	Number of Bedrooms	Initial Rent	Current Rent	Start Date of Tenancy	Date of Last Rent Increase	Occupant Type	ACTION
	Non-Exempt	NEW	Partially Covered	2	-	-	-	-	Owner	ACTION
B	Non-Exempt	NEW	Partially Covered	2	\$2,200.00	\$2,200.00	12/02/2020	12/02/2020	Tenant	ACTION

1 - 2 of 2 items

Note: if a Unit is listed without anything in the “Unit #” column like in the image above, this means that the mailing address for the Unit is the same as the Site Address above. In this example, the mailing address for the unit is “139 Hillcrest Rd”. There is no Unit Number for this unit.

City of Berkeley Owner/Manager User Guide

By default, each Unit will be “Non-Exempt” and will be subject to the Registration Fees. However, Unit Exemptions that were already approved may be carried over from one cycle to the next, so you may see some of your Units are already in the “Exempt” status. [Unit Exemptions](#) may be submitted for review by the Rent Board. This will be covered later in the guide.

APN : 1234567890 | Address : 2125 MILVIA ST, BERKELEY, CA 94704 | Total Units : 2

Addresses | **Contacts** | Geo View | Transaction History

Site Address: 2125 MILVIA ST, BERKELEY, CA 94704

Rent Program Fees Owed

Due by July 1, 2020

Current Year Fees:	\$0.00
Current Year Penalties:	\$0.00
Previous Year's Fees:	\$0.00
Previous Year's Penalties:	\$0.00
Unallocated Fees:	\$0.00
Waiver Amount:	\$0.00
*Payable Total:	\$0.00

Total Units: 2 | **Property Status:** Registration Open

*Primary Owner and Property Manager Contact Information is Incomplete. [Click Here to Add](#)

Unit #	Unit Fee Status	Unit Status Code	Unit Regulation Type	Number of Bedrooms	Initial Rent	Current Rent	Start Date of Tenancy	Date of Last Rent Increase	Occupant Type	ACTION
A	Non-Exempt	NEW	Partially Covered	2	-	-	-	-	Owner	ACTION
B	Non-Exempt	NEW	Partially Covered	2	\$2,200.00	\$2,200.00	12/02/2020	12/02/2020	Tenant	ACTION

1 - 2 of 2 items

In order to submit your APN/Property for Registration or to submit a Unit Exemption, the [Unit Details](#) will need to be added. All of the Unit Information that was already reported to the Rent Board would remain on the Property. If the Exemption Status, Occupancy details, or Rent has changed since you last reported to the Rent Board, then you will need to keep this information up to date. This will be covered later in the document.

Each Unit record contains an “ACTION” button along with a “View” icon as shown below. You may need to use the scroll bar to see the Action menu and View Icon.

Unit Fee Status	Unit Status Code	Unit Regulation Type	Number of Bedrooms	Initial Rent	Current Rent	Start Date of Tenancy	Date of Last Rent Increase	Occupant Type	ACTIONS	View
Non-Exempt	NEW	Partially Covered	2	-	-	-	-	Owner	ACTIONS	View
Non-Exempt	NEW	Partially Covered	2	\$2,200.00	\$2,200.00	12/02/2020	12/02/2020	Tenant	ACTIONS	View

1 - 2 of 2 items

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The “ACTION” button is essentially the Unit’s Action Menu. If the Unit’s Details need to be updated or if a Case needs to be created for the Unit, it will take place from the “ACTION” menu. The Actions that are available in the menu will be dependent on the Property Status and Occupant Type. If you need to perform an action and do not see it in the menu, reach out to the Berkeley Rent Board for assistance.

The screenshot shows a table of units for the property 2125 MILVIA ST, BERKELEY, CA 94704. The table has columns for Unit Fee Status, Unit Status Code, Unit Regulation Type, Number of Bedrooms, Initial Rent, Current Rent, Start Date of Tenancy, Date of Last Rent Increase, and Occupant Type. Two units are listed, both with 2 bedrooms and a current rent of \$2,200.00. The second unit is a tenant unit, and its 'ACTIONS' dropdown menu is expanded, showing options: Apply for Exemption, Manage Tenant Contacts, Report New Occupancy, and Update Current Rent. A 'View' icon (eye) is also visible next to each unit row.

Unit Fee Status	Unit Status Code	Unit Regulation Type	Number of Bedrooms	Initial Rent	Current Rent	Start Date of Tenancy	Date of Last Rent Increase	Occupant Type
Non-Exempt	NEW	Partially Covered	2	-	-	-	-	Owner
Non-Exempt	NEW	Partially Covered	2	\$2,200.00	\$2,200.00	12/02/2020	12/02/2020	Tenant

The “View” icon (👁) contains the Unit Details which are not visible on the Unit Table in the form of a pop up.

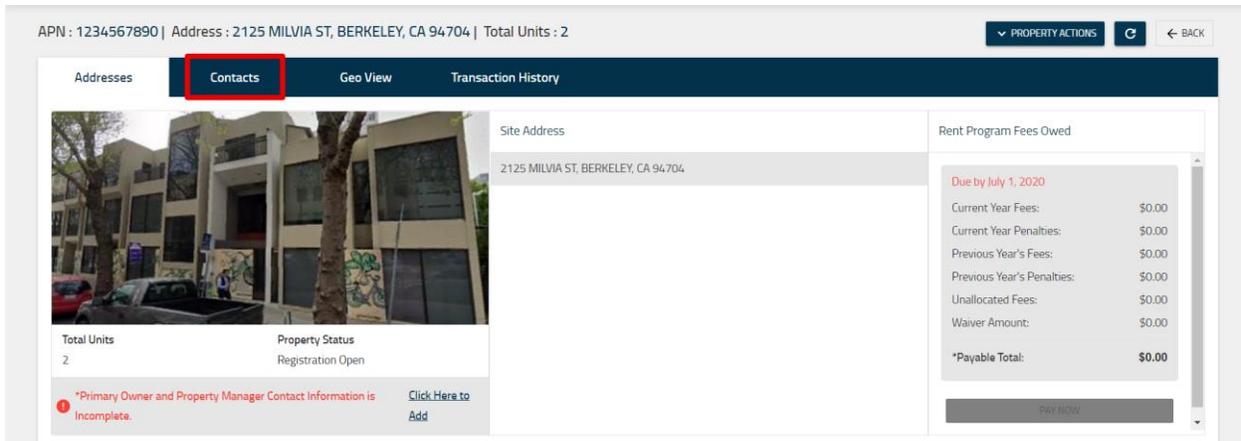
The 'Unit Details' pop-up window displays the following information:

- Unit #: B
- Unit Regulation Type: Partially Covered
- Occupant Type: Tenant
- Number of Bedrooms: 2
- Number of Occupants: 1
- Current Rent: 2,200
- Initial Rent: 2,200
- Start Date of Tenancy: 12/02/2020
- Date of Last Rent Increase: 12/02/2020
- Included with Rent: Parking, Garbage, Water

An 'OK' button is located at the bottom right of the pop-up.

Contacts Tab

Click on the Contact Tab to view the Contacts for the APN. This section will describe the features of the Contacts Tab.



In the Contacts Tab, the following Contact Types can be added:

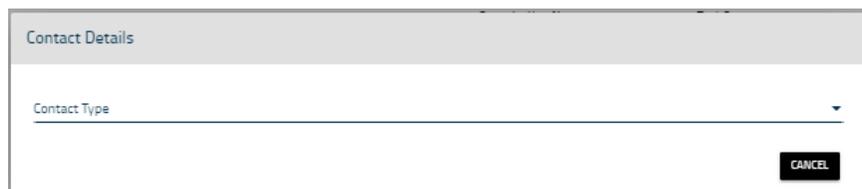
- Primary Owner Contact Information
- Property Manager Contact Information

Both types of contacts **must** be added to the APN in order to be eligible to submit any Exemptions, Amendments, and even Registration.

An APN/Property may have more than one Owner Contact (Primary Owner and Additional Owner). To add a Contact, click on the “Add Contact” button.



The Contact Detail pop up will open where the Contact Type that is being added can be selected from the drop-down list as shown below.



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Select “Primary Owner”, “Property Manager”, or “Additional Owner” depending on the contact type you are adding. In this example, we will select “Primary Owner”.

A screenshot of a dropdown menu titled "Contact Details". The menu is open, showing three options: "Additional Owner", "Primary Owner", and "Property Manager". The "Primary Owner" option is highlighted in a light blue color.

Select “Yes” if the Primary Owner is also acting as the Property Manager (or there is no designated Property manager Contact). Once you add the Primary Owner contact, the system will automatically add a Property Manager contact. If there is already a Property Manager added to the Property, then this question will not appear. Select “No” if you have a designated Property Manager Contact.

A screenshot of the "Contact Details" form. The "Contact Type" dropdown is set to "Primary Owner". A red box highlights the question "Is the Primary Owner also acting as the Property Manager?" with two radio button options: "Yes" (unselected) and "No" (selected). Below this, there are several input fields: "Business Name", "Owner Type" (dropdown), "First Name", "Last Name", "Telephone Number", "Additional Telephone Number", "Preferred Language", and "Email". At the bottom right, there are "CANCEL" and "ADD" buttons.

You need to provide the Recorded Share Interest for each Owner Contact that is added to the Property. The total among all Owners can be 100%. If the Primary Owner Contact is added with 75% Recorded Share Interest, then when a new, Additional Owner Contact is added, the Recorded Share Interest cannot exceed 25%. If you are seeing an error when trying to edit the Recorded Share Interest, you may

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need to edit the existing Primary Owner Contact Info to reduce the Percentage so that the total does not exceed 100%.

Enter all the required fields for the Primary Owner Contact – these fields are marked with a red asterisk – and then click on the “Add” button to add the contact. The required fields are as follows:

- Owner Type
- Business Name (only required if Owner Type is NOT ‘Individual’)
- First Name
- Last Name
- Phone
- Email
- Recorded Share Interest Percentage
- Date of Property Acquisition
- Mailing Address

The newly added additional contact will appear in the contacts tab and the Primary contact would appear first in the list.

APN : 1234567890 | Address : 2125 MILVIA ST, BERKELEY, CA 94704 | Total Units : 2

PROPERTY ACTIONS | BACK

Addresses | **Contacts**

Each property requires BOTH a Primary Owner Contact and a Property Manager Contact to be added.

- If you see a Primary Owner listed below, please use the blue “Actions” menu to edit the information to ensure its accuracy.
- To add a Property Manager Contact, click on the “Add Contact” button and select “Property Manager” to enter the data. NOTE: If there is NO specified Property Manager for the property, you can click on “Same as Primary Owner” to prefill the information.
- You can also add Additional Owner names, if applicable. This is optional and purely informative.
- Once you have added these contacts, please indicate which Contact should receive billing statements, rent ceiling notices, and other Rent Board correspondence. The option to indicate this will appear once both Contact Types have been added.
- If you no longer own this property: Click on the “Actions” menu and select “Report New Property Ownership” to provide the date of transfer and other information. The Rent Board will reach out to the new owner.

Which Contact Type should receive mailed notices and billing statements? *

+ ADD CONTACT

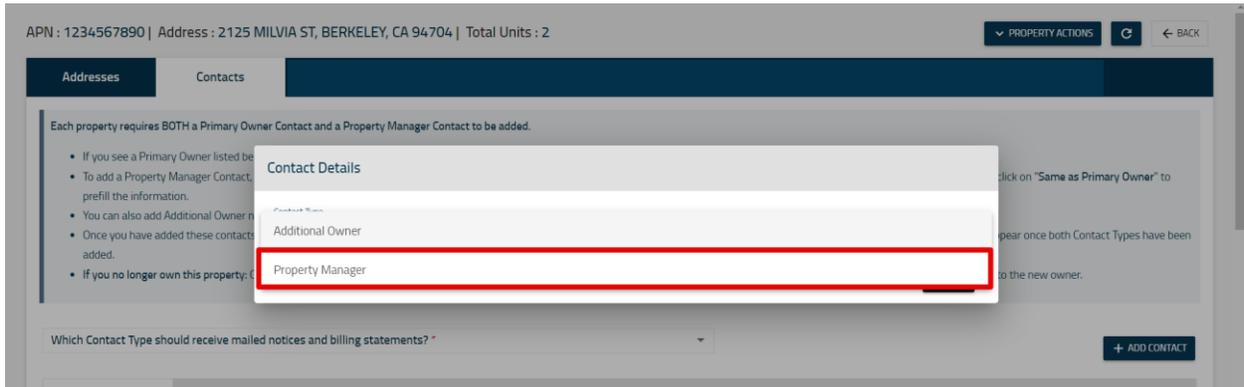
Primary Owner [ACTIONS]

Name	: Jane Doe	Date of Property Acquisition	: 09/29/2020
Telephone Number	: (123) 456-7890	Owner Type	: Individual
Email Address	: janedoe@yopmail.com		
Recorded Share Interest	: 100%		
Mailing Address	: 2125 MILVIA, BERKELEY, CA 94704		

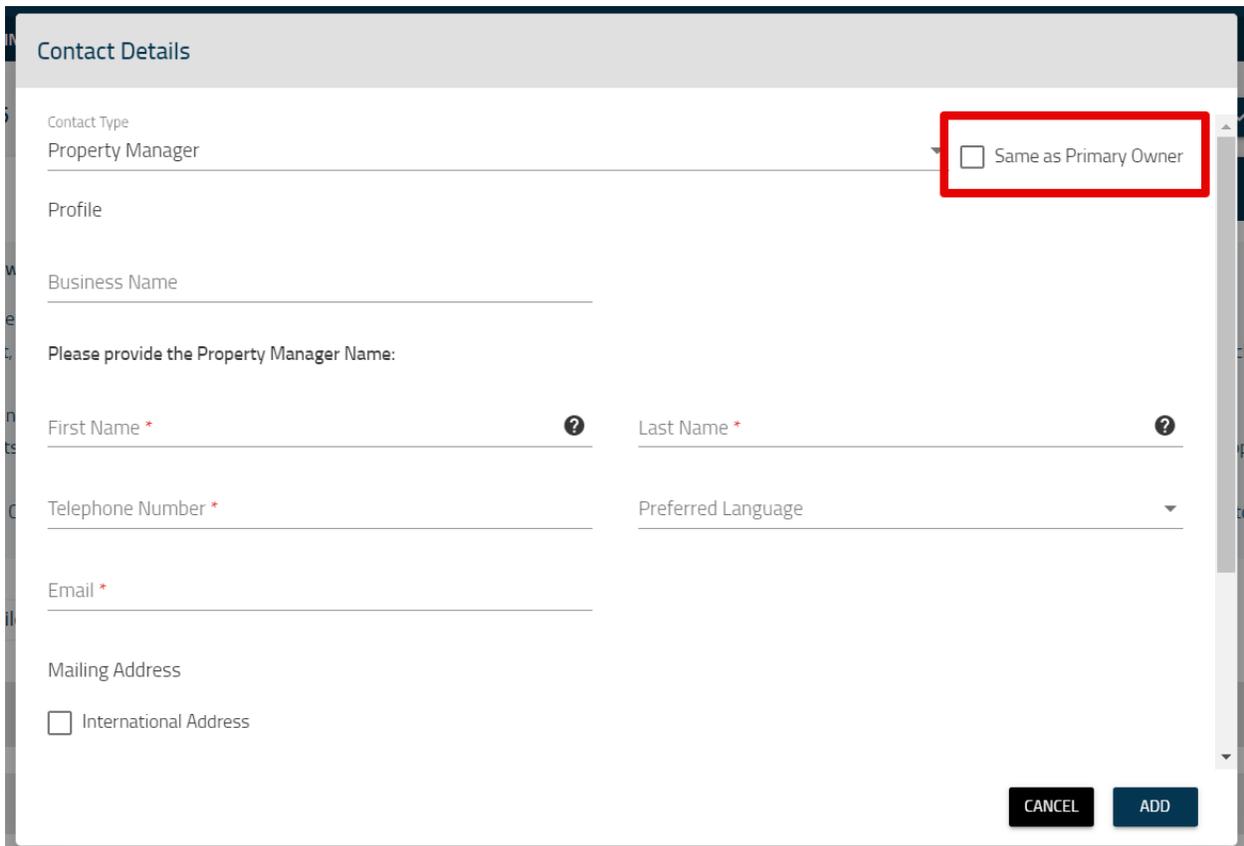
Last Updated : 01/28/2021

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The system also requires a Property Manager contact to be added. To add a Property Manager, click on the “ADD CONTACT” button and select Property Manager from the contact type dropdown.



If the property does not have a dedicated Property Manager and this is being handled by one of the Owners, then you can click on the “Same as Primary Owner” checkbox.



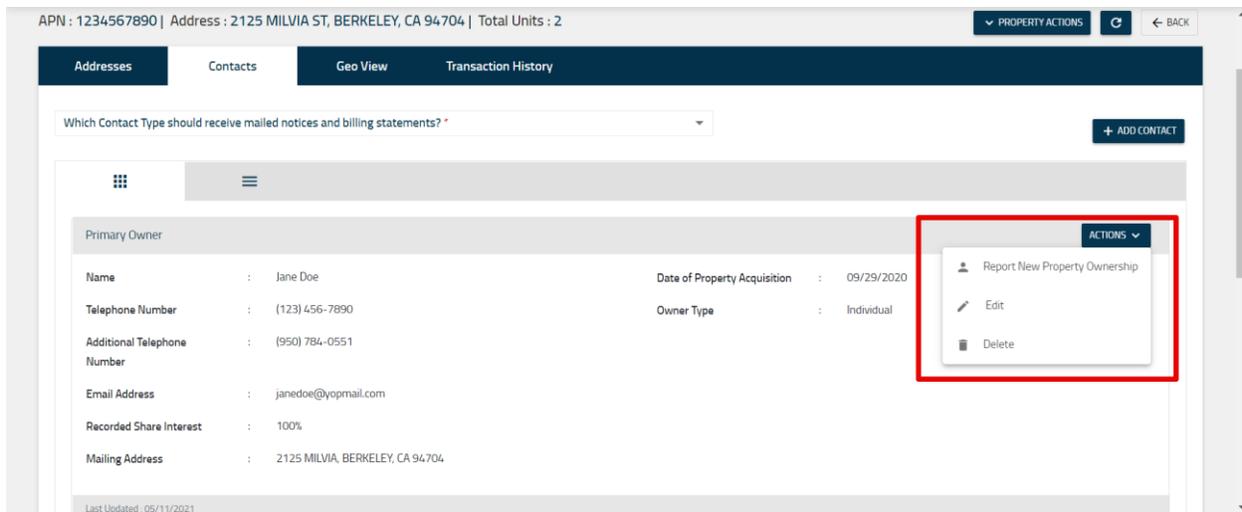
The Property Manager contact fields would then be prefilled with the Primary Owner Contact Information. If the information is correct, you can click on the “Add” button to add the Property Manager Contact to the APN.

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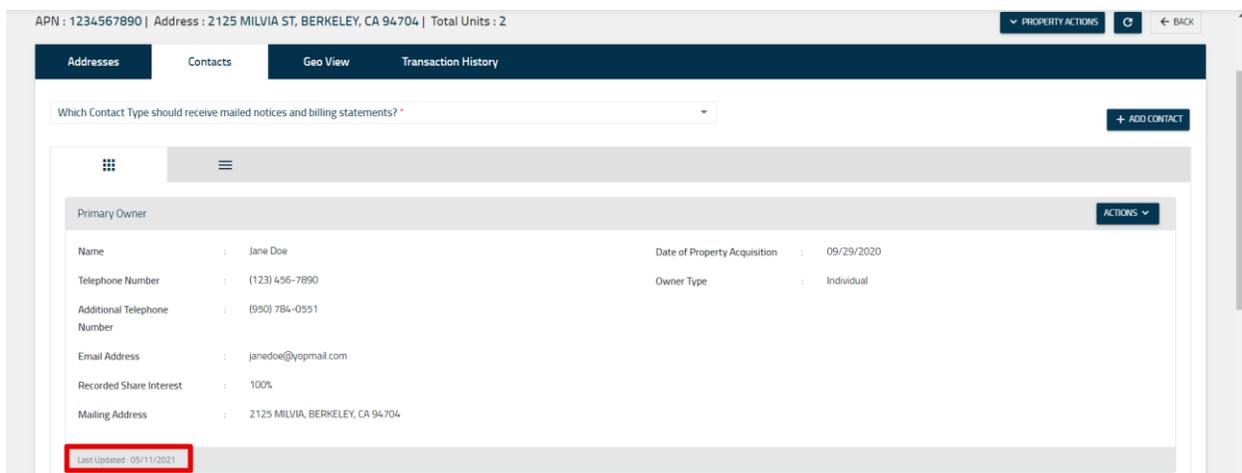
However, if the Property Manager Contact is not the same as the Primary Owner, then you can manually enter the contact details by providing information for each required field. The required fields are as follows:

- First Name
- Last Name
- Phone
- Email
- Mailing Address

For each Contact that is added, an Action Menu will appear as shown below. The Contact Menu will have options such as Report New Property Ownership, Edit, and Delete. These menu items will appear depending on what the APN Status is, because an APN must have both contact types. If the APN has been submitted for Registration, the “Delete” option will not be available.

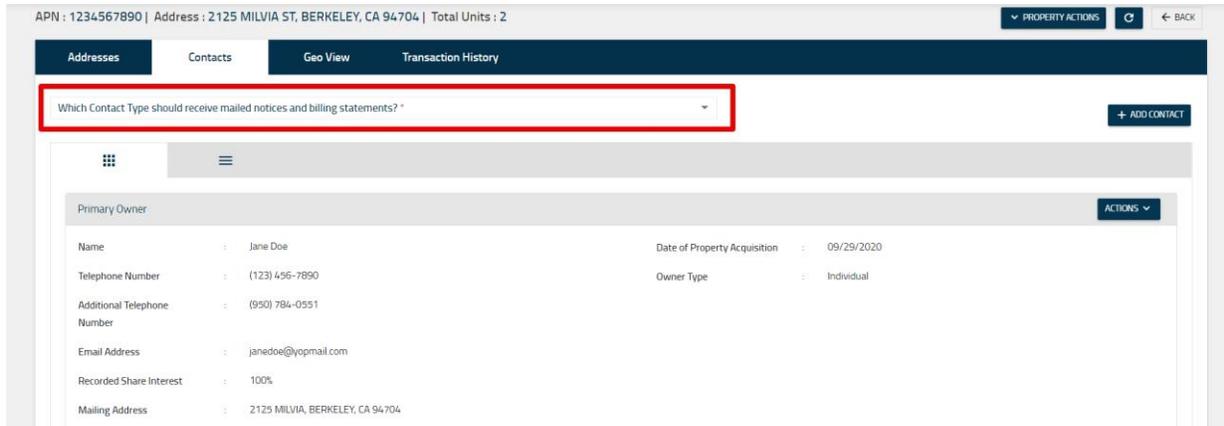


When a Contact is added or edited, the “Last Updated Date” will appear on the contact card as shown below.

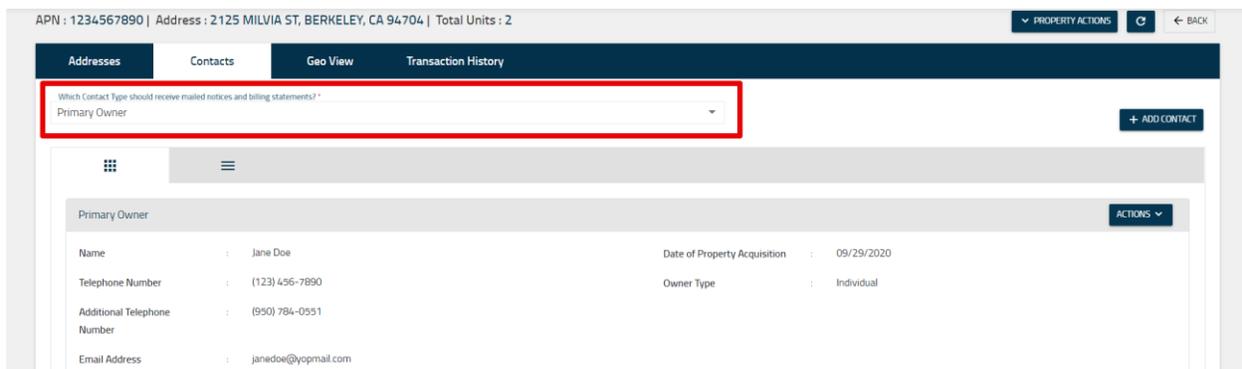


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Once the Primary Owner Contact and Property Manager Contacts have been added, the instructions on the page will be removed. You will then need to select which Contact of the APN should receive mailed Billing Statements and Notices.

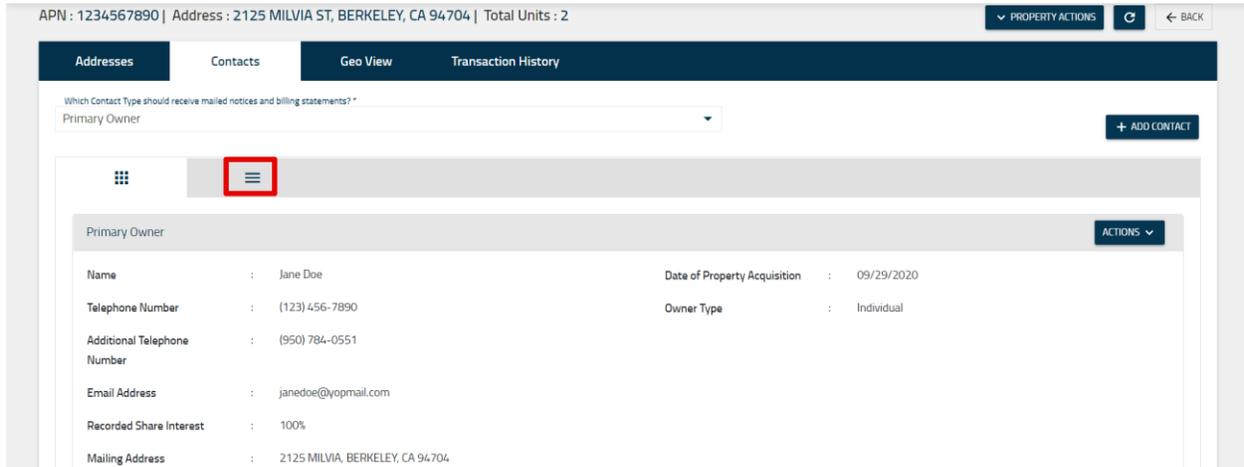


Select either the Primary Owner Contact or the Property Manager Contact as shown below.



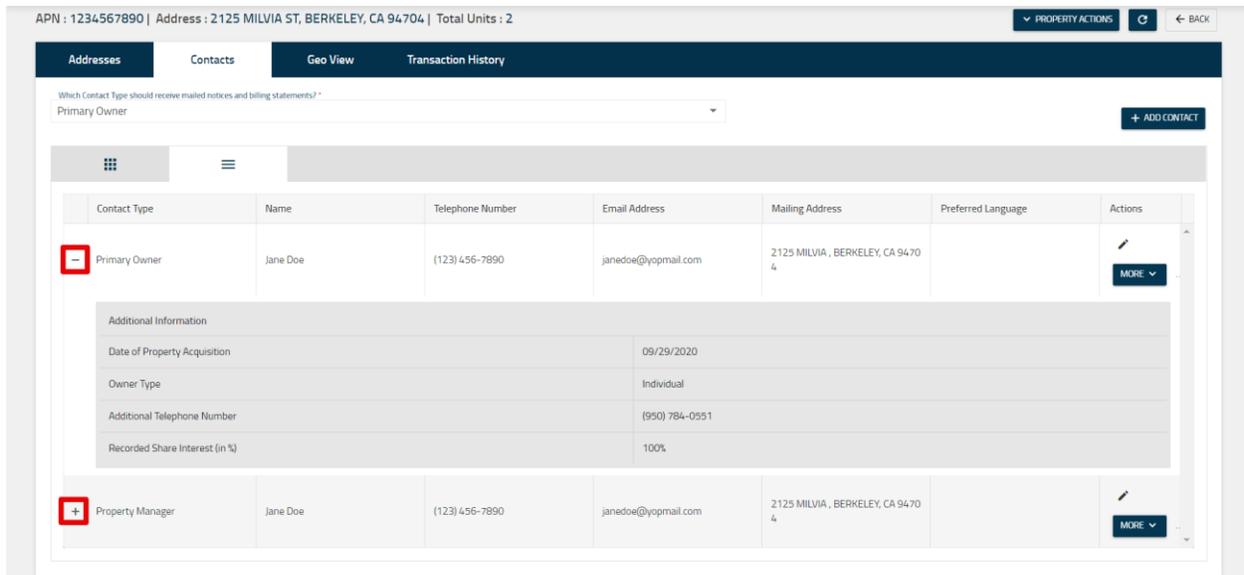
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By default, the system will display the Contacts in a 'Contact Card' format. If you choose to, you may elect to view your Contacts in a list. Click on the "List View" icon () as shown below.



When you click, the Contacts will be shown in a table format. You can swap views by clicking on the "Card View" icon ()

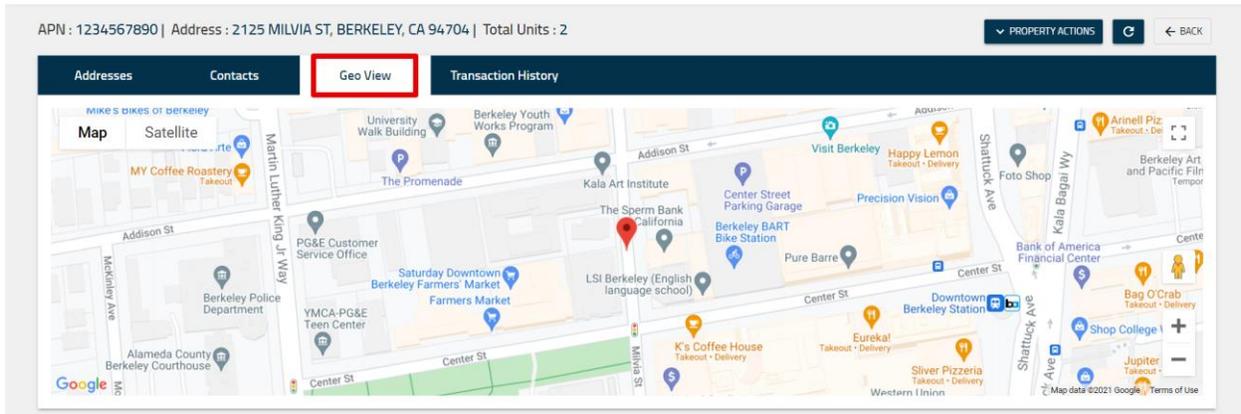
Since the "List View" is limited, you can expand each contact type to view additional details by clicking on the "+" icon as shown below or click on the "-" icon to collapse the additional details.



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Geo View Tab

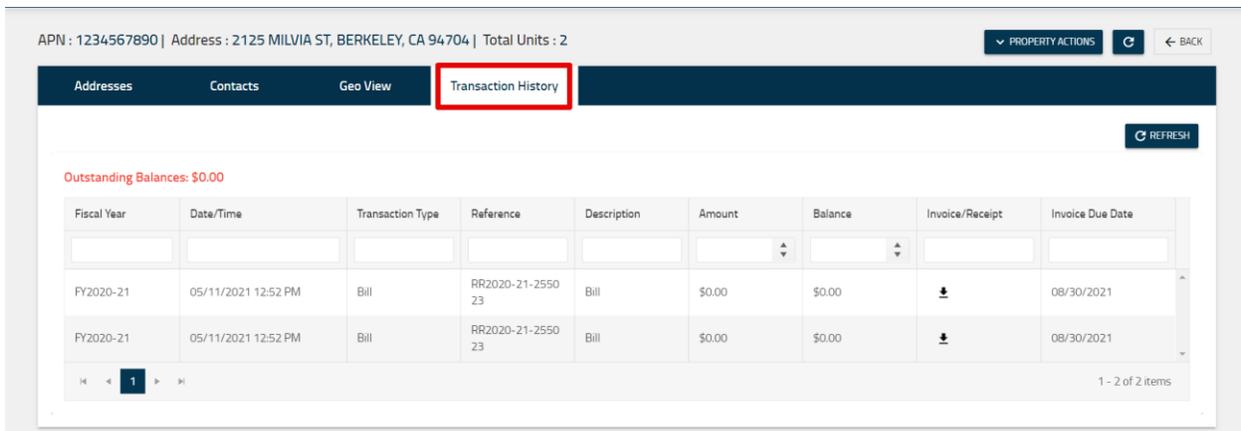
Click on the Geo View Tab to view the map of the APN.



There are not any Registration or Property Management related functions available on this tab. It is purely informative and will show the APN's location on the Google Map. Since this is on a Google Map, the Google Map related features are enabled, such as Satellite View, Street View, etc.

Transaction History Tab

Click on the Transaction History Tab to view the breakdown of charges and payments from when you have claimed the Property.



Although the APN/Property Details page will show you the breakdown of the Outstanding Fees/Penalties owed for the Property, the Transaction History tab is also a good tool to see any payments that were made alongside any charges.

On the top left of the Transaction History table, there is the Property's Outstanding Balance written in Red. Please note that the Annual Fees will become payable Online once the Property Status is "Registration Completed". You can always submit payment directly to the Rent Board once you receive your invoice.

Case History & Case Details

Scroll to the Case History table to view the Cases associated with the APN. In this example, the Landlord has applied for a Unit Exemption in addition to the Registration Case that is tied to the APN.

Case Id	Created on Entity	Case Type	Created Date	Last Modified	Case Status	Action
UE2020-21-244375	Unit: 139 HILLCREST RD BERK ELEY CA 94705	Unit Exemption	01/05/2021	01/05/2021	Pending Review	
RR2020-21-244369	APN: 064425001300	Rent Registry	01/04/2021	01/04/2021	Registration Open	

Each case that is created in the system for the APN, (whether it is an APN Level Case or a Unit Level Case) will appear in the Case History table. If a Landlord contacts the Rent Board and requests the Staff to create a case on their behalf, the case that Staff creates will also appear in the Case History table.

To view a Case’s Details page, click on the record from the Case History table.

Case Id	Created on Entity	Case Type	Created Date	Last Modified	Case Status	Action
UE2020-21-244375	Unit: 139 HILLCREST RD BERK ELEY CA 94705	Unit Exemption	01/05/2021	01/05/2021	Pending Review	
RR2020-21-244369	APN: 064425001300	Rent Registry	01/04/2021	01/04/2021	Registration Open	

The Case Details will appear in the form of a pop up.

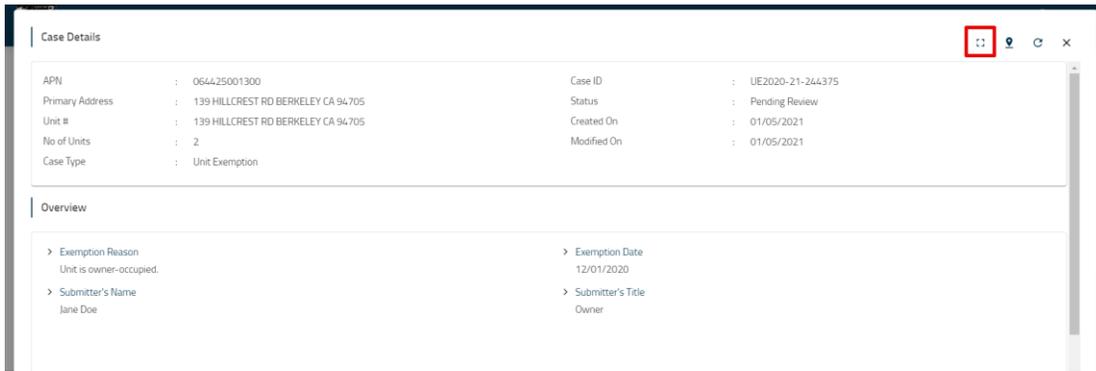
Case Details

APN :	064425001300	Case ID :	UE2020-21-244375
Primary Address :	139 HILLCREST RD BERKELEY CA 94705	Status :	Pending Review
Unit # :	139 HILLCREST RD BERKELEY CA 94705	Created On :	01/05/2021
No of Units :	2	Modified On :	01/05/2021
Case Type :	Unit Exemption		

Overview

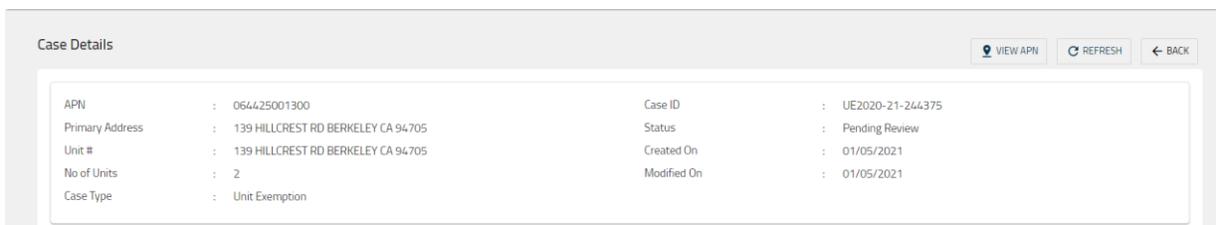
- > Exemption Reason
Unit is owner-occupied.
- > Exemption Date
12/01/2020
- > Submitter's Name
Jane Doe
- > Submitter's Title
Owner

To view the Case Details in Full Screen, click on the “View Full Screen” icon (🖥️) as shown below.



The Case Details page has a singular structure that is used for all case types. The screen will be described in detail below.

The top portion of the Case Details page has some action buttons along with basic case information as shown below.



- The “VIEW APN” button will navigate to the APN Details page which is tied to the case. However, the APN Details will appear in a pop up. In the pop up view, the Case History will not be visible. To view the full screen for the APN, click on the “View Full Screen” icon (🖥️).
- The “REFRESH” button will refresh the case details. This may be necessary if the Rent Board Staff has updated the case.
- The “BACK” button will navigate the user back to the previous page that was being viewed.

The top section overall will have the following information:

- **APN**
- **Primary Address:** this displays the primary address of the APN
- **Unit Number (if the case is at the Unit Level):** this displays the Unit Number for which the case was created
- **Number of Units:** this displays the total number of Units associated with the APN
- **Case Type:** this describes the Case Type that was created
- **Case ID:** each case has a unique Case ID which begins with a prefix indicating the Case Type and Registration Year. Ex. UE2020-21-XXXXX describes a “Unit Exemption” for 2020-21 Cycle.
- **Status:** Each case has a status which describes where we are in the process.
- **Created On:** this is the date the case was created
- **Modified On:** this is the date the case was last updated

City of Berkeley Owner/Manager User Guide

The “Overview” section describes the details of the case. This will contain the information that was entered at the time the case was created. Additionally, if Staff adds information to the Case, it will appear in this section.

Overview

- > Exemption Reason
Unit is owner-occupied.
- > Exemption Date
12/01/2020
- > Submitter's Name
Jane Doe
- > Submitter's Title
Owner

The “Documents” section displays the document that was uploaded to the case. For security purposes, Landlords can only view the documents that they themselves uploaded. Documents uploaded by Staff will not be visible to Landlords.

Documents

5 Search

Name	Tag	Created By	Date	Action
Cert of Occupancy.jpg		jdoe@3diemail.com	01/05/2021	⋮

1 - 1 of 1 items

The Documents each will have an “action menu” of their own where you can click and elect to download/view the uploaded document in a new window.

Documents

5 Search

Name	Tag	Created By	Date	Action
Cert of Occupancy.jpg		jdoe@3diemail.com	01/05/2021	⋮ View/Download

1 - 1 of 1 items

How do I Register my APN?

The main purpose of the Berkeley Rent Board’s Online Rent Registry System is for Landlords to Register their APNs and Units with the Rent Board and to keep the Rent Board informed, throughout the year, of the changes in Unit Rent, Occupancy, and APN Contact Information. In this section, we will describe how to properly Register an APN.

Below is a quick guide on the information that needs to be provided **PRIOR** to submitting your APN for Registration:

- **Owner Contact Details** (if any changes occur to the contact info for an Owner, you can edit this throughout the year; if you sell the property, you can report a New Property Ownership Amendment)
- **Property Manager Contact Details** (if any changes occur to the contact info for a Property Manager, you can edit this throughout the year)
- **Unit Details** (Number of Bedrooms must be provided in the first year along with Occupant Type. As the Occupant Details and Rent Amounts change, those can be reported through Amendment Cases)
- **Unit Exemptions** (These can only be reported/applied for BEFORE you submit your APN for Registration)

The information that was reported to the Rent Board will remain on your Property. It is your responsibility to report changes in Owner and Manager Contact details, Occupancy changes for your Units, Exemption statuses for your Units, and changes in Property Ownership.

Please follow along with this guide to ensure that all the required information has been provided.

1. Navigate to the APN Details page for the APN which needs to be Registered. Since all the required details have likely been provided, you may see a link which reads “Click Here to Complete Registration”.

APN : 1234567890 | Address : 2125 MILVIA ST, BERKELEY, CA 94704 | Total Units : 2

PROPERTY ACTIONS | BACK

Addresses | **Contacts** | Geo View | Transaction History

Site Address: 2125 MILVIA ST, BERKELEY, CA 94704

Rent Program Fees Owed:

Due by July 1, 2020	
Current Year Fees:	\$0.00
Current Year Penalties:	\$0.00
Previous Year's Fees:	\$0.00
Previous Year's Penalties:	\$0.00
Unallocated Fees:	\$0.00
Waiver Amount:	\$0.00
*Payable Total:	\$0.00

Total Units	Property Status	Primary Owner	Property Manager
2	Registration Open	Jane Doe	Jane Doe

[Click Here to Complete Registration](#)

2125 MILVIA ST, BERKELEY, CA 94704

Unit #	Unit Fee Status	Unit Status Code	Unit Regulation Type	Number of Bedrooms	Initial Rent	Current Rent	Start Date of Tenancy	Date of Last Rent Increase	Occupant Type

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Manage Contact Details

This section will describe how to manage the APN Contacts, not only for Registration purposes, but also how to keep your information up to date throughout the year.

In an effort to minimize the amount of information that Landlords need to provide to the Rent Board, some of the APN Contact Information has been preloaded into the system based on the data collected over the years. The Rent Board, however, may not have ALL the required contact information for each APN. When you access the APN Details page, you may NOT see an error message for Contact Details because technically, the contacts have been added. It is important that you review the Contact Information that was preloaded, if applicable, and ensure the accuracy of the data and to provide additional information.

In this section, we will describe how to Add a new Contact and how to Edit an Existing Contact.

Add New APN Contact

1. Click on the Contacts Tab OR click on the “Click Here to Add” link in the error message as shown below.

APN : 1234567890 | Address : 2125 MILVIA ST, BERKELEY, CA 94704 | Total Units : 2

PROPERTY ACTIONS | BACK

Addresses | **Contacts** | Geo View | Transaction History

Site Address: 2125 MILVIA ST, BERKELEY, CA 94704

Rent Program Fees Owed

Due by July 1, 2020	
Current Year Fees:	\$0.00
Current Year Penalties:	\$0.00
Previous Year's Fees:	\$0.00
Previous Year's Penalties:	\$0.00
Unallocated Fees:	\$0.00
Waiver Amount:	\$0.00
*Payable Total:	\$0.00

Total Units: 2 | Property Status: Registration Open

***Primary Owner and Property Manager Contact Information is Incomplete.** [Click Here to Add](#)

PAY NOW

2. On the Contacts Tab, click on the “ADD CONTACT” button. The Add Contact pop up will appear.

APN : 1234567890 | Address : 2125 MILVIA ST, BERKELEY, CA 94704 | Total Units : 2

PROPERTY ACTIONS | BACK

Addresses | **Contacts**

Each property requires BOTH a Primary Owner Contact and a Property Manager Contact to be added.

- If you see a Primary Owner listed below, please use the blue “Actions” menu to edit the information to ensure its accuracy.
- To add a Property Manager Contact, click on the “Add Contact” button and select “Property Manager” to enter the data. NOTE: If there is NO specified Property Manager for the property, you can click on “Same as Primary Owner” to prefill the information.
- You can also add Additional Owner names, if applicable. This is optional and purely informative.
- Once you have added these contacts, please indicate which Contact should receive billing statements, rent ceiling notices, and other Rent Board correspondence. The option to indicate this will appear once both Contact Types have been added.
- If you no longer own this property: Click on the “Actions” menu and select “Report New Property Ownership” to provide the date of transfer and other information. The Rent Board will reach out to the new owner.

No Data Available

+ ADD CONTACT

City of Berkeley Owner/Manager User Guide

The Contact Detail pop up will open where the Contact Type that is being added can be selected from the drop-down list as shown below.

A screenshot of a 'Contact Details' pop-up window. At the top, it says 'Contact Details'. Below that is a dropdown menu labeled 'Contact Type'. At the bottom right, there is a black button with the word 'CANCEL' in white.

Select “Primary Owner”, “Property Manager”, or “Additional Owner” depending on the contact type you are adding. In this example, we will select “Primary Owner”.

A screenshot of the 'Contact Details' pop-up window with the 'Contact Type' dropdown menu open. The menu shows three options: 'Additional Owner', 'Primary Owner', and 'Property Manager'. The 'Primary Owner' option is highlighted.

Select “Yes” if the Primary Owner is also acting as the Property Manager (or there is no designated Property manager Contact). Once you add the Primary Owner contact, the system will automatically add a Property Manager contact. If there is already a Property Manager added to the Property, then this question will not appear. Select “No” if you have a designated Property Manager Contact.

A screenshot of the 'Contact Details' form. The 'Contact Type' dropdown is set to 'Primary Owner'. A red box highlights the question: 'Is the Primary Owner also acting as the Property Manager? *'. Below the question are two radio buttons: 'Yes' (unselected) and 'No' (selected). Below the question is a 'Profile' section with several fields: 'Business Name', 'Owner Type *', 'Please provide the new Owner's Name. If the owner is a Trust, LLC, Corporation or Partnership, provide name(s) of Trustee(s)/CEO/Managing Partner', 'First Name *', 'Last Name *', 'Telephone Number *', 'Additional Telephone Number', 'Preferred Language', and 'Email *'. At the bottom right, there are two buttons: 'CANCEL' and 'ADD'.

City of Berkeley Owner/Manager User Guide

You need to provide the Recorded Share Interest for each Owner Contact that is added to the Property. The total among all Owners can be 100%. If the Primary Owner Contact is added with 75% Recorded Share Interest, then when a new, Additional Owner Contact is added, the Recorded Share Interest cannot exceed 25%. If you are seeing an error when trying to edit the Recorded Share Interest, you may need to edit the existing Primary Owner Contact Info to reduce the Percentage so that the total does not exceed 100%.

Enter all the required fields for the Primary Owner Contact – these fields are marked with a red asterisk – and then click on the “Add” button to add the contact. The required fields are as follows:

- Owner Type
- Business Name (only required if Owner Type is NOT ‘Individual’)
- First Name
- Last Name
- Phone
- Email
- Recorded Share Interest Percentage
- Date of Property Acquisition
- Mailing Address

The newly added additional contact will appear in the contacts tab and the Primary contact would appear first in the list.

APN : 1234567890 | Address : 2125 MILVIA ST, BERKELEY, CA 94704 | Total Units : 2

PROPERTY ACTIONS | BACK

Addresses | **Contacts**

Each property requires BOTH a Primary Owner Contact and a Property Manager Contact to be added.

- If you see a Primary Owner listed below, please use the blue “Actions” menu to edit the information to ensure its accuracy.
- To add a Property Manager Contact, click on the “Add Contact” button and select “Property Manager” to enter the data. NOTE: If there is NO specified Property Manager for the property, you can click on “Same as Primary Owner” to prefill the information.
- You can also add Additional Owner names, if applicable. This is optional and purely informative.
- Once you have added these contacts, please indicate which Contact should receive billing statements, rent ceiling notices, and other Rent Board correspondence. The option to indicate this will appear once both Contact Types have been added.
- If you no longer own this property: Click on the “Actions” menu and select “Report New Property Ownership” to provide the date of transfer and other information. The Rent Board will reach out to the new owner.

Which Contact Type should receive mailed notices and billing statements? *

+ ADD CONTACT

Primary Owner		ACTIONS	
Name	: Jane Doe	Date of Property Acquisition	: 09/29/2020
Telephone Number	: (123) 456-7890	Owner Type	: Individual
Email Address	: janedoe@yopmail.com		
Recorded Share Interest	: 100%		
Mailing Address	: 2125 MILVIA, BERKELEY, CA 94704		

Last Updated : 01/28/2021

City of Berkeley Owner/Manager User Guide

Now that the APN has an Owner Contact added, we can go ahead and add the Property Manager Contact, as the system also requires a Property Manager contact to be added. To add a Property Manager, click on the “ADD CONTACT” button and select Property Manager from the contact type dropdown.



If the property does not have a dedicated Property Manager and this is being handled by one of the Owners, then you can click on the “Same as Primary Owner” checkbox.

A screenshot of the 'Contact Details' form. The 'Contact Type' is set to 'Property Manager'. A checkbox labeled 'Same as Primary Owner' is highlighted with a red box. Below this are fields for 'Business Name', 'Please provide the Property Manager Name:' (with sub-fields for 'First Name *' and 'Last Name *'), 'Telephone Number *', 'Preferred Language', and 'Email *'. There is also a 'Mailing Address' section with an 'International Address' checkbox. At the bottom right, there are 'CANCEL' and 'ADD' buttons.

The Property Manager contact fields would then be prefilled with the Primary Owner Contact Information. If the information is correct, you can click on the “Add” button to add the Property Manager Contact to the APN.

The Property Manager contact will be added to the APN.

The screenshot shows two contact detail panels. The top panel is for the 'Primary Owner' and the bottom panel is for the 'Property Manager'. Both panels contain the following information: Name: Jane Doe, Telephone Number: (123) 456-7890, Email Address: janedoe@yopmail.com, Recorded Share Interest: 100%, and Mailing Address: 2125 MILVIA, BERKELEY, CA 94704. The 'Property Manager' panel is highlighted with a red border. Each panel also includes a 'Last Updated' timestamp of 01/28/2021 and an 'ACTIONS' dropdown menu.

Once the Primary Owner Contact and Property Manager Contacts have been added, the instructions on the page will be removed. You will then need to select which Contact of the APN should receive mailed Billing Statements and Notices.

The screenshot shows the APN management interface. At the top, it displays 'APN : 1234567890 | Address : 2125 MILVIA ST, BERKELEY, CA 94704 | Total Units : 2'. Below this are tabs for 'Addresses' and 'Contacts'. A dropdown menu is highlighted with a red border, containing the text 'Which Contact Type should receive mailed notices and billing statements?'. To the right of the dropdown is a '+ ADD CONTACT' button. Below the dropdown is a summary card for the 'Primary Owner' contact, showing the same details as in the previous screenshot.

Select either the Primary Owner Contact or the Property Manager Contact as shown below.

This screenshot is identical to the previous one, but the dropdown menu now shows 'Primary Owner' as the selected option. The '+ ADD CONTACT' button remains visible to the right.

Additionally, if the APN/Property has a Primary Owner Contact AND Property Manager Contact added, then the error message for 'missing APN Contacts' on the Addresses Tab will disappear as shown below.

APN : 1234567890 | Address : 2125 MILVIA ST, BERKELEY, CA 94704 | Total Units : 2

PROPERTY ACTIONS | BACK

Addresses | **Contacts** | Geo View | Transaction History

Site Address: 2125 MILVIA ST, BERKELEY, CA 94704

Rent Program Fees Owed

Due by July 1, 2020

Current Year Fees:	\$0.00
Current Year Penalties:	\$0.00
Previous Year's Fees:	\$0.00
Previous Year's Penalties:	\$0.00
Unallocated Fees:	\$0.00
Waiver Amount:	\$0.00
*Payable Total:	\$0.00

Pay Now

Total Units	Property Status	Primary Owner	Property Manager
2	Registration Open	Jane Doe	Jane Doe

[Click Here to Complete Registration](#)

2125 MILVIA ST, BERKELEY, CA 94704

Unit #	Unit Fee Status	Unit Status Code	Unit Regulation Type	Number of Bedrooms	Initial Rent	Current Rent	Start Date of Tenancy	Date of Last Rent Increase	Occupant Type

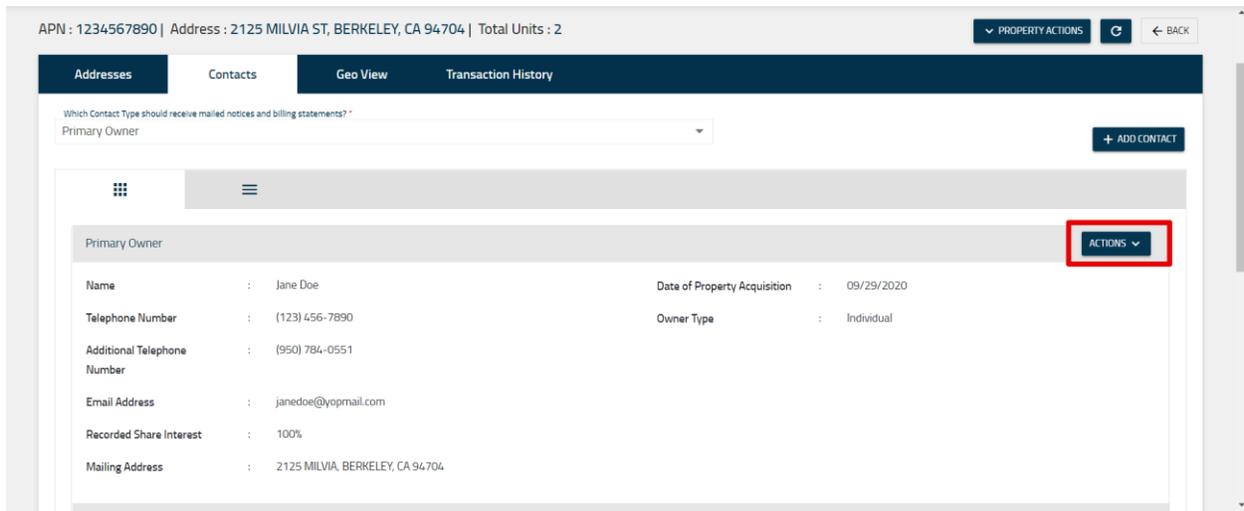
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In the example above, each Unit already has the Occupancy details added, so the Landlord can proceed to Register the Property for this annual cycle AFTER reviewing all the details on the property to confirm the accuracy of the information.

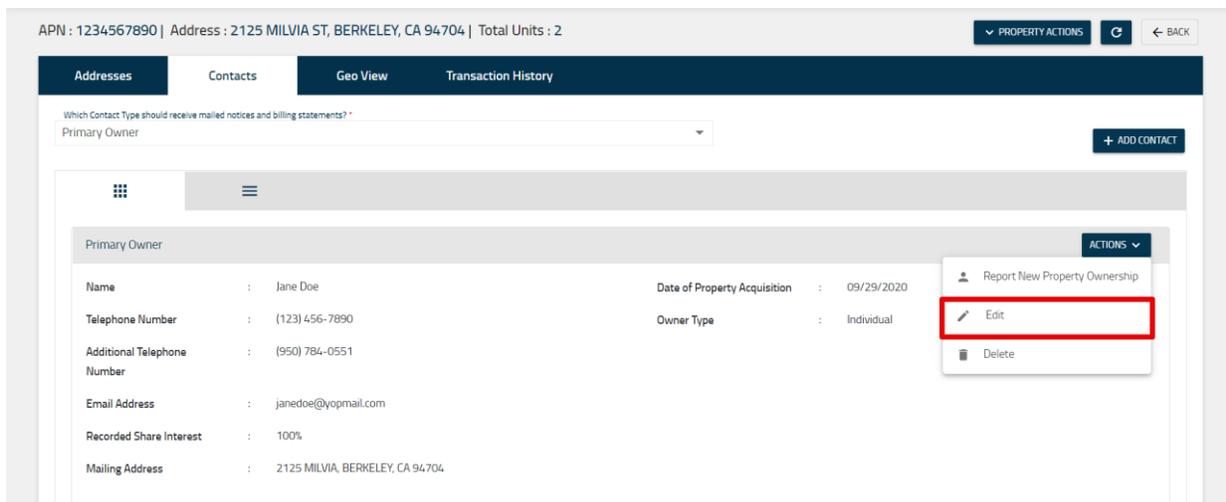
Edit Existing APN Contact

This section will describe how to Edit an existing Contact on the APN. For many Landlords, the preloaded information is not a complete representation of all the required fields, so these Landlords will need to follow this process to update the Contact Information. This will also be important for all Landlords if/when any Contact Information needs to be updated throughout the year.

1. From the Contacts Tab, click on the Action Menu for the Contact Type where edits are required as shown below.



2. The Menu will open. Click on the "Edit" option.



The Contact pop up will appear with the Contact details prefilled.

Contact Details

Contact Type
Primary Owner

Profile

Business Name _____ Owner Type *
Individual

Please provide the new Owner's Name. If the owner is a Trust, LLC, Corporation or Partnership, provide name(s) of Trustee(s)/CEO/Managing Partner

First Name * Jane ? Last Name * Doe ?

Telephone Number * (123) 456-7890 Additional Telephone Number _____

Preferred Language _____ Email * janedoe@yopmail.com

Recorded Share Interest (in %) * 100 Date of Property Acquisition * 9/29/2020

CANCEL UPDATE

3. Update the necessary fields while maintaining the field requirements.
4. Once all the required fields are entered and updated, click on the “UPDATE” button to save the Contact updates to the APN.

Contact Details

Contact Type
Primary Owner

Profile

Business Name _____ Owner Type *
Individual

Please provide the new Owner's Name. If the owner is a Trust, LLC, Corporation or Partnership, provide name(s) of Trustee(s)/CEO/Managing Partner

First Name * Jane ? Last Name * Doe ?

Telephone Number * (123) 456-7890 Additional Telephone Number _____

Preferred Language _____ Email * janedoe@yopmail.com

Recorded Share Interest (in %) * 100 Date of Property Acquisition * 9/29/2020

CANCEL UPDATE



The Contact Information will be updated. The Last updated Date for the Contact will also be updated.

Primary Owner		ACTIONS ▾	
Name	: Jane Doe	Date of Property Acquisition	: 09/29/2020
Telephone Number	: (123) 456-7890	Owner Type	: Individual
Additional Telephone Number	: (950) 784-0551		
Email Address	: janedoe@yopmail.com		
Recorded Share Interest	: 100%		
Mailing Address	: 2125 MILVIA, BERKELEY, CA 94704		

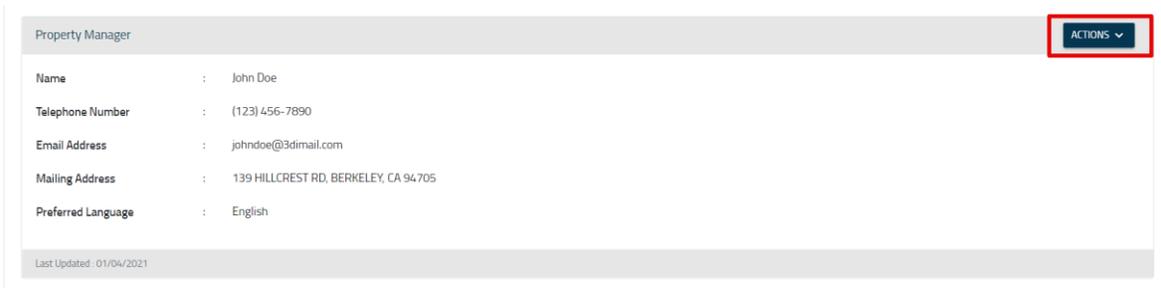
Last Updated: 01/28/2021

Delete APN Contact

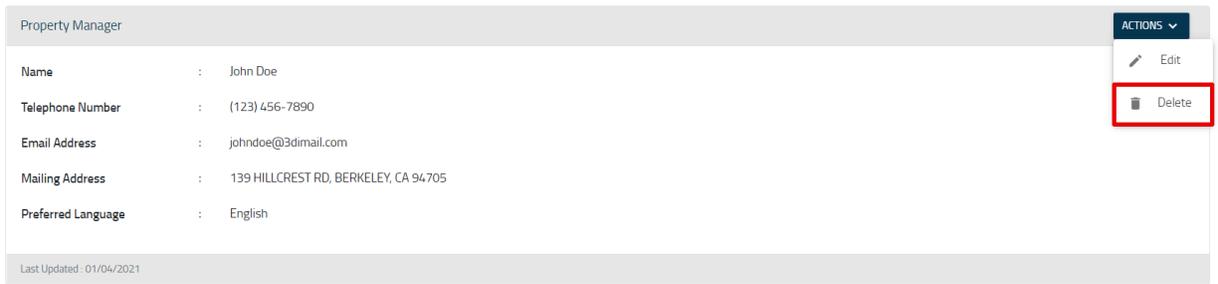
This section will describe how to Delete an existing Contact on the APN. This feature is NOT available after the APN has been submitted for Registration as APNs are REQUIRED to have both Primary Owner and Property Manager Contacts. However, if a contact was added and needs to be deleted when the APN is in the “Registration Open” or “Registration Denied” statuses, Landlords can follow the process below to remove a Contact.

Note: The Primary Owner Contact cannot be deleted.

1. From the Contacts Tab, click on the Action Menu for the Contact Type which needs to be removed.



2. The Menu will open. Click on the “Delete” option. A confirmation popup will appear.



3. To delete the contact, click on the “YES” button.



The contact will be removed from the APN and the system will display the “APN Contact Error Message” on the Address Tab.

Update a Unit's Occupancy Details

This section will describe how to update the Unit's Occupancy Details for each Unit that is on the APN. There are 2 Types of Units: Fully Covered Units and Partially Covered Units. Depending on the Unit's Regulation Type, the required fields may differ.

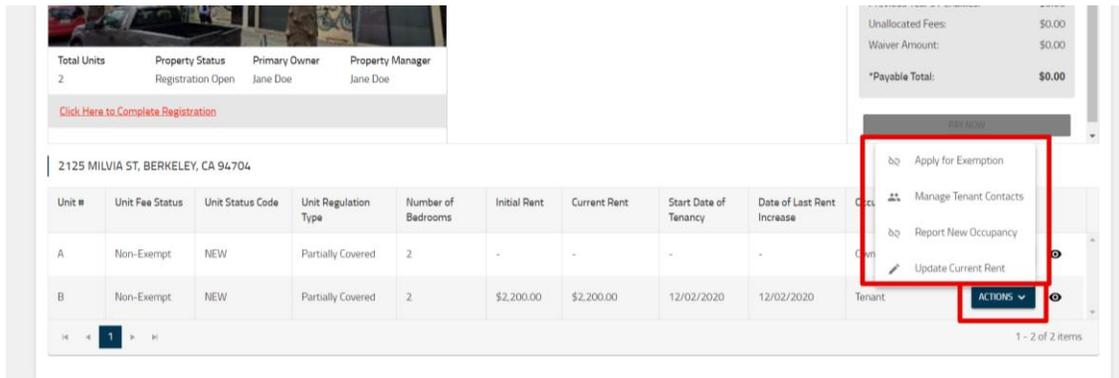
You will notice that all the Units listed on your Property have Unit Details filled out. If you did not create an account to register, all the Units on your property were updated to be Vacant, 1 Bedroom. As part of the annual Registration process, it is required for Landlords to keep their Occupancy details up to date with the Rent Board.

Note: the occupancy details that are collected will vary depending on your Unit's Regulation type; the Unit's action menu will depend on the Unit's Occupancy and the Property status.

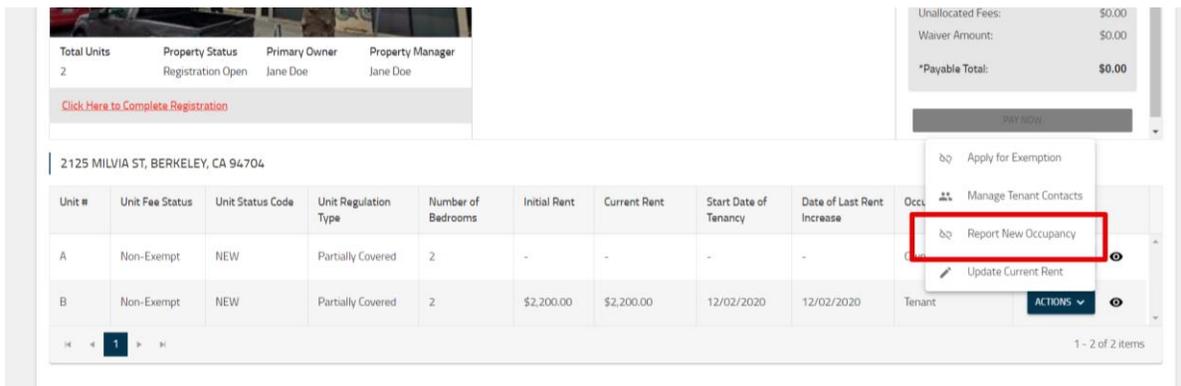
Report New Occupancy for a New Tenant Occupant

This section will describe how to update a Unit's Occupancy to a new Tenant Occupant for a Partially Covered Unit. There will be a table to describe the fields, field requirements, and to distinguish what fields are required for Fully Covered Units as well.

1. On the Property details, navigate to the Unit where there is a change in Occupancy resulting in a new Tenant Occupant, and click on the Unit's Action Menu.



2. Select the option of "Report New Occupancy".



City of Berkeley Owner/Manager User Guide

The Report New Occupancy pop up will appear. At the top of the pop up, the APN, Primary Address, and Unit Number are displayed. The Landlord can verify that the correct Unit was selected for the Occupancy Amendment.

Report New Occupancy

APN : 1234567890 | 2125 MILVIA ST, BERKELEY, CA 94704
Unit # : B

What is the reason for the change in occupancy? What is the new occupant type?

Reason of Change * Occupant Type *

Date Previous Occupant Vacated

Declaration Statement

By checking this box, I declare under penalty of perjury under the laws of the State of California that the information I have provided in this form is true and correct to the best of my knowledge and belief. Any attachments included here are either original documents or true and correct copies of the original documents.

Submitter's Information

CANCEL SUBMIT

3. Select the Reason of Change in Occupancy. Only 1 selection is allowed.

Report New Occupancy

APN : 1234567890 | 2125 MILVIA ST, BERKELEY, CA 94704
Unit # : B

What is the reason for the change in occupancy? What is the new occupant type?

Reason of Change * Occupant Type *

This Field is Required.

Date Previous Occupant Vacated

Declaration Statement

By checking this box, I declare under penalty of perjury under the laws of the State of California that the information I have provided in this form is true and correct to the best of my knowledge and belief. Any attachments included here are either original documents or true and correct copies of the original documents.

Submitter's Information

CANCEL SUBMIT

4. Select the new Occupant Type. Only 1 selection is allowed. In this example, we are reporting a brand new Tenancy so we will select “Tenant”.

The screenshot shows the 'Report New Occupancy' form. At the top, the APN is 1234567890 and the address is 2125 MILVIA ST, BERKELEY, CA 94704. The unit number is B. The 'Reason of Change' dropdown is set to 'Tenant voluntarily vacated'. The 'Occupant Type' dropdown is highlighted with a red box and is currently empty. Below this, there is a date field for 'Date Previous Occupant Vacated'. A 'Declaration Statement' section contains a checkbox and text: 'By checking this box, I declare under penalty of perjury under the laws of the State of California that the information I have provided in this form is true and correct to the best of my knowledge and belief. Any attachments included here are either original documents or true and correct copies of the original documents.' At the bottom, there is a 'Submitter's Information' section and two buttons: 'CANCEL' and 'SUBMIT'.

When you select the option of “Tenant”, additional tenancy related fields will appear.

This screenshot shows the same 'Report New Occupancy' form, but with the 'Occupant Type' dropdown set to 'Tenant'. The 'Reason of Change' remains 'Tenant voluntarily vacated'. The 'Occupant Type' dropdown is highlighted with a red box. Additional fields have appeared: 'Start Date of Tenancy' with a calendar icon, 'Initial Rent' with a help icon and the instruction 'Please enter the initial rent for the most recent tenancy.', and 'Date of Last Rent Increase' with a calendar icon and help icon. The 'Housing Services Included in the Initial Rent' section contains a disclaimer: 'Do not include housing services or amenities that are identified (a) in a separate written agreement between the landlord and the tenant, or (b) specifically within the rental agreement itself but the landlord and tenant have agreed in the rental agreement that the amount is not to be included in the Initial Rent. The Rent Program will presume that'. The 'CANCEL' and 'SUBMIT' buttons are at the bottom.

- Enter all the required fields for the Tenant Occupant. The following is a list of fields for the Tenant Occupant, with a description of the field, field requirement, and if the field is applicable for Fully Covered and/or Partially Covered Units.

Tenant Occupant			
Field Name	Description	Requirement for Fully Covered Units	Requirement for Partially Covered Units
Date Previous Occupant Vacated	When was the last date that the Unit was occupied by the previous occupant or tenant?	Optional	Optional
Start Date of Tenancy	When was the Tenancy established?	Required	Required
Initial Rent	What was the initial rent for the most recent tenancy? A tenant's "Initial rent" is the rent charged during the first 12 months of the tenancy.	Required	Required
Current Rent	What is the current rent that the Tenant is paying?	Not Applicable	Required
Date of Last Rent Increase	When was the Rent last raised for the Tenant? If there has not yet been a rent increase for the tenant, please enter the Start Date of the Tenancy.	Not Applicable	Required
Housing Services Included with Rent	Select all the Housing Services that are included with the Rent for the Unit	Required	Required
Number of Occupants	How many people live at the Unit?	Required	Required
Smoking prohibition in lease agreement?	Is there a restriction on smoking?	Required	Required
Date of Prohibition	What date did the smoking prohibition begin? <i>*Note: if there is no smoking prohibition, then this field would not be displayed.</i>	Required	Required

Tenant First Name	Enter the Tenant’s First Name. If there is more than one Tenant, you can provide all Tenant Names.	Required	Not Applicable
Tenant Last Name	Enter the Tenant’s Last Name. If there is more than one Tenant, you can provide all Tenant Names.	Required	Not Applicable
Tenant Phone	Enter the Tenant’s Phone. If there is more than 1 Phone, you may select the Primary.	Optional	Not Applicable
Tenant Email	Enter the Tenant’s Email. If there is more than 1 Email, you may select the Primary.	Required	Not Applicable
Tenant Preferred Language	Enter the Tenant’s Preferred Language if known.	Optional	Not Applicable

6. Enter all the details related to the new Occupancy.

Report New Occupancy

APN : 1234567890 | 2125 MILVIA ST, BERKELEY, CA 94704
Unit #: B

What is the reason for the change in occupancy?
Reason of Change *

Tenant voluntarily vacated

What is the new occupant type?
Occupant Type *

Tenant

Date Previous Occupant Vacated

5/1/2021

Start Date of Tenancy *

5/1/2021

Initial Rent *

2500

Please enter the initial rent for the most recent tenancy.

Date of Last Rent Increase *

5/1/2021

Current Rent *

2500

Housing Services Included in the Initial Rent *:

Do not include housing services or amenities that are identified (a) in a separate written agreement between the landlord and the tenant, or (b) specifically within the rental agreement itself but the landlord and tenant have agreed in the rental agreement that the amount is not to be included in the Initial Rent. The Rent Program will presume that

CANCEL **SUBMIT**

- Double check the data that was entered on the Occupancy Amendment application for accuracy. If everything looks accurate, the Declaration Statement and Submitter’s Information needs to be provided prior to submitting the case. This ensures that the data is being submitted under Penalty of Perjury.

Report New Occupancy

N/A Electric Heat
 Garbage Appliances

Number of occupants *
1

Smoking prohibition in lease agreement? *:
 Yes No

Declaration Statement

By checking this box, I declare under penalty of perjury under the laws of the State of California that the information I have provided in this form is true and correct to the best of my knowledge and belief. Any attachments included here are either original documents or true and correct copies of the original documents.

Submitter's Information

Enter Full Name * Select Title *

CANCEL SUBMIT

- Click on the Declaration Statement check box, enter your Full Name, enter your Title from the drop-down list, and then click on the “SUBMIT” button to submit the Occupancy Amendment application.

Report New Occupancy

N/A Electric Heat
 Garbage Appliances

Number of occupants *
1

Smoking prohibition in lease agreement? *:
 Yes No

Declaration Statement

By checking this box, I declare under penalty of perjury under the laws of the State of California that the information I have provided in this form is true and correct to the best of my knowledge and belief. Any attachments included here are either original documents or true and correct copies of the original documents.

Submitter's Information

Enter Full Name * Select Title *
 Jane Doe Primary Owner

CANCEL SUBMIT

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If there are any errors or missing fields, error messages will appear in red on the screen to indicate what is missing as shown below.

If all the required fields are entered, then the pop up will close and the Unit's Details will be updated as per the inputs. Some of the Unit's Information is not displayed on the table. You can click on the "View Details" to view additional Unit details in a popup.

Unit #	Unit Fee Status	Unit Status Code	Unit Regulation Type	Number of Bedrooms	Initial Rent	Current Rent	Start Date of Tenancy	Date of Last Rent Increase	Occupant Type	ACTIONS
A	Non-Exempt	NEW	Partially Covered	2	-	-	-	-	Owner	ACTIONS
B	Non-Exempt	NEW	Partially Covered	2	\$2,500.00	\$2,500.00	05/01/2021	05/01/2021	Tenant	ACTIONS

Additionally, an Occupancy Amendment case will appear in the Case History section on the APN and it will be auto-approved. This allows Staff (and you) to review the previous occupancy information as compared to the newly updated information.

Case Id	Created on Entity	Case Type	Created Date	Last Modified	Case Status	Action
NTA2020-21-255027	Unit: B, 2125 MILVIA ST, BERKELEY, CA 94704	Occupancy Amendment	05/12/2021	05/12/2021	Approved	👁
RR2020-21-255023	APN: 1234567890	Rent Registry	05/11/2021	05/11/2021	Registration Open	👁

NOTE: if you believe your Unit qualifies for a Unit Exemption, you will need to apply for this – Exemptions will not automatically be granted based on the Occupant Type. To learn how to submit a Unit Exemption, refer to the [Unit Exemptions](#) section.

City of Berkeley Owner/Manager User Guide

Report New Occupancy for a New Manager Occupant (without Exemption)

This section will describe how to update a Unit's Occupancy to a new Manager Occupant for a Partially Covered and Fully Covered Unit as the requirements are the same.

1. On the Property details, navigate to the Unit where there is a change in Occupancy resulting in a new Manager Occupant, and click on the Unit's Action Menu.

The screenshot displays the property details for 2125 MILVIA ST, BERKELEY, CA 94704. A table lists two units, A and B, both with a status of 'NEW' and 'Partially Covered'. The 'ACTIONS' dropdown menu for unit B is open, showing options: 'Apply for Exemption', 'Manage Tenant Contacts', 'Report New Occupancy', and 'Update Current Rent'. The 'Report New Occupancy' option is highlighted with a red box.

Unit #	Unit Fee Status	Unit Status Code	Unit Regulation Type	Number of Bedrooms	Initial Rent	Current Rent	Start Date of Tenancy	Date of Last Rent Increase	Occupancy
A	Non-Exempt	NEW	Partially Covered	2	-	-	-	-	
B	Non-Exempt	NEW	Partially Covered	2	\$2,200.00	\$2,200.00	12/02/2020	12/02/2020	Tenant

2. Select the option of "Report New Occupancy".

This screenshot is identical to the previous one, but the 'Report New Occupancy' option in the 'ACTIONS' dropdown menu is now highlighted with a red box, indicating it has been selected.

City of Berkeley Owner/Manager User Guide

The Report New Occupancy pop up will appear. At the top of the pop up, the APN, Primary Address, and Unit Number are displayed. The Landlord can verify that the correct Unit was selected for the Occupancy Amendment.

Report New Occupancy

APN : 1234567890 | 2125 MILVIA ST, BERKELEY, CA 94704
Unit # : B

What is the reason for the change in occupancy? What is the new occupant type?

Reason of Change * Occupant Type *

Date Previous Occupant Vacated

Declaration Statement

By checking this box, I declare under penalty of perjury under the laws of the State of California that the information I have provided in this form is true and correct to the best of my knowledge and belief. Any attachments included here are either original documents or true and correct copies of the original documents.

Submitter's Information

CANCEL SUBMIT

3. Select the Reason of Change in Occupancy. Only 1 selection is allowed.

Report New Occupancy

APN : 1234567890 | 2125 MILVIA ST, BERKELEY, CA 94704
Unit # : B

What is the reason for the change in occupancy? What is the new occupant type?

Reason of Change * Occupant Type *

This Field is Required.

Date Previous Occupant Vacated

Declaration Statement

By checking this box, I declare under penalty of perjury under the laws of the State of California that the information I have provided in this form is true and correct to the best of my knowledge and belief. Any attachments included here are either original documents or true and correct copies of the original documents.

Submitter's Information

CANCEL SUBMIT

4. Select the new Occupant Type. Only 1 selection is allowed. In this example, we are reporting a brand new Manager occupancy so we will select “Manager”.

Report New Occupancy

APN : 1234567890 | 2125 MILVIA ST, BERKELEY, CA 94704
Unit #: B

What is the reason for the change in occupancy?
Reason of Change *
Tenant voluntarily vacated

What is the new occupant type?
Occupant Type *

Date Previous Occupant Vacated

Declaration Statement

By checking this box, I declare under penalty of perjury under the laws of the State of California that the information I have provided in this form is true and correct to the best of my knowledge and belief. Any attachments included here are either original documents or true and correct copies of the original documents.

Submitter's Information

CANCEL SUBMIT

When you select the option of “Manager”, an additional exemption related field will appear.

Report New Occupancy

APN : 1234567890 | 2125 MILVIA ST, BERKELEY, CA 94704
Unit #: A

What is the reason for the change in occupancy?
Reason of Change *
Tenant vacated after receiving a termination notice for nonp...

What is the new occupant type?
Occupant Type *
Manager

Date Previous Occupant Vacated

Should unit be exempt? *:
 Yes No

Declaration Statement

By checking this box, I declare under penalty of perjury under the laws of the State of California that the information I have provided in this form is true and correct to the best of my knowledge and belief. Any attachments included here are either original documents or true and correct copies of the original documents.

CANCEL SUBMIT

- Indicate if the Unit should be Exempt. In this example, we are assuming the Unit should NOT be Exempt so we will select “No”.

- Enter all the required fields for the Manager Occupant. The following is a list of fields for the Manager Occupant, with a description of the field, field requirement, and if the field is applicable for Fully Covered and/or Partially Covered Units.

Manager Occupant			
Field Name	Description	Requirement for Fully Regulated Units	Requirement for Partially Regulated Units
Date Previous Occupant Vacated	When was the last date that the Unit was occupied by the previous occupant or tenant?	Optional	Optional
Should Unit be Exempt	Is this Unit Exempt from the Rent Board Fees?	Required	Required

7. Enter the necessary details for the Manager Occupancy.

Report New Occupancy

APN : 1234567890 | 2125 MILVIA ST, BERKELEY, CA 94704
Unit #: A

What is the reason for the change in occupancy?
Reason of Change *
Tenant vacated after receiving a termination notice for nonp... ▼

What is the new occupant type?
Occupant Type *
Manager ▼

Date Previous Occupant Vacated
1/24/2021

Should unit be exempt? *:
 Yes No

Declaration Statement
 By checking this box, I declare under penalty of perjury under the laws of the State of California that the information I have provided in this form is true and correct to the best of my knowledge and belief. Any attachments included here are either original documents or true and correct copies of the original documents.

CANCEL **SUBMIT**

8. Double check the data that was entered on the Occupancy Amendment application for accuracy. If everything looks accurate, the Declaration Statement and Submitter’s Information needs to be provided prior to submitting the case. This ensures that the data is being submitted under Penalty of Perjury.

Report New Occupancy

Reason of Change *
Tenant vacated after receiving a termination notice for nonp... ▼

Occupant Type *
Manager ▼

Date Previous Occupant Vacated
1/24/2021

Should unit be exempt? *:
 Yes No

Declaration Statement
 By checking this box, I declare under penalty of perjury under the laws of the State of California that the information I have provided in this form is true and correct to the best of my knowledge and belief. Any attachments included here are either original documents or true and correct copies of the original documents.

Submitter's Information
Enter Full Name *
Select Title * ▼

CANCEL **SUBMIT**

- Click on the Declaration Statement check box, enter your Full Name, enter your Title from the drop-down list, and then click on the “SUBMIT” button to submit the Occupancy Amendment application.

If all the required fields are entered, then the pop up will close and the Unit’s Details will be updated as per the inputs. Some of the Unit’s Information is not displayed on the table. You can click on the “View Details” to view additional Unit details in a popup.

2125 MILVIA ST, BERKELEY, CA 94704

Unit #	Unit Fee Status	Unit Status Code	Unit Regulation Type	Number of Bedrooms	Initial Rent	Current Rent	Start Date of Tenancy	Date of Last Rent Increase	Occupant Type	ACTIONS
A	Non-Exempt	NEW	Partially Covered	2	-	-	-	-	Manager	ACTIONS
B	Non-Exempt	NEW	Partially Covered	2	\$2,500.00	\$2,500.00	05/01/2021	05/01/2021	Tenant	ACTIONS

1 - 2 of 2 items

Additionally, an Occupancy Amendment case will appear in the Case History section on the APN and it will be auto-approved. This allows Staff (and you) to review the previous occupancy information as compared to the newly updated information.

Case History

Case Id	Created on Entity	Case Type	Created Date	Last Modified	Case Status	Action
NTA2020-21-255028	Unit: A, 2125 MILVIA ST, BERK ELEY, CA 94704	Occupancy Amendment	05/12/2021	05/12/2021	Approved	👁
NTA2020-21-255027	Unit: B, 2125 MILVIA ST, BERK ELEY, CA 94704	Occupancy Amendment	05/12/2021	05/12/2021	Approved	👁
RR2020-21-255023	APN: 1234567890	Rent Registry	05/11/2021	05/11/2021	Registration Open	👁

1 - 3 of 3 items

City of Berkeley Owner/Manager User Guide

Report New Occupancy for a New Owner Occupant (with Unit Exemption)

This section will describe how to update a Unit's Occupancy to a new Owner Occupant for a Partially Covered and Fully Covered Unit as the requirements are the same. In this example, we will also indicate that the unit should be Exempt.

1. On the Property details, navigate to the Unit where there is a change in Occupancy resulting in a new Owner Occupant, and click on the Unit's Action Menu.

The screenshot displays the property details for 2125 MILVIA ST, BERKELEY, CA 94704. The top section shows property summary information: Total Units: 2, Property Status: Registration Open, Primary Owner: Jane Doe, and Property Manager: Jane Doe. A link to 'Click Here to Complete Registration' is provided. Below this is a table of units with columns for Unit #, Unit Fee Status, Unit Status Code, Unit Regulation Type, Number of Bedrooms, Initial Rent, Current Rent, Start Date of Tenancy, and Date of Last Rent Increase. Unit A is Non-Exempt, NEW, Partially Covered, 2 bedrooms, with no rent. Unit B is Non-Exempt, NEW, Partially Covered, 2 bedrooms, with an initial and current rent of \$2,200.00, starting on 12/02/2020. To the right of the table is an 'ACTIONS' dropdown menu with options: Apply for Exemption, Manage Tenant Contacts, Report New Occupancy, and Update Current Rent. The 'Report New Occupancy' option is highlighted with a red box.

Unit #	Unit Fee Status	Unit Status Code	Unit Regulation Type	Number of Bedrooms	Initial Rent	Current Rent	Start Date of Tenancy	Date of Last Rent Increase
A	Non-Exempt	NEW	Partially Covered	2	-	-	-	-
B	Non-Exempt	NEW	Partially Covered	2	\$2,200.00	\$2,200.00	12/02/2020	12/02/2020

2. Select the option of "Report New Occupancy".

This screenshot is identical to the one above, showing the same property details and unit table. The 'Report New Occupancy' option in the 'ACTIONS' dropdown menu is highlighted with a red box.

The Report New Occupancy pop up will appear. At the top of the pop up, the APN, Primary Address, and Unit Number are displayed. The Landlord can verify that the correct Unit was selected for the Occupancy Amendment.

Report New Occupancy

APN : 1234567890 | 2125 MILVIA ST, BERKELEY, CA 94704
Unit #: A

What is the reason for the change in occupancy? What is the new occupant type?

Reason of Change * Occupant Type *

Date Previous Occupant Vacated

Declaration Statement

By checking this box, I declare under penalty of perjury under the laws of the State of California that the information I have provided in this form is true and correct to the best of my knowledge and belief. Any attachments included here are either original documents or true and correct copies of the original documents.

Submitter's Information

CANCEL SUBMIT

3. Select the Reason of Change in Occupancy. Only 1 selection is allowed.

Report New Occupancy

APN : 1234567890 | 2125 MILVIA ST, BERKELEY, CA 94704
Unit #: A

What is the reason for the change in occupancy? What is the new occupant type?

Reason of Change * Occupant Type *

This Field is Required

Date Previous Occupant Vacated

Declaration Statement

By checking this box, I declare under penalty of perjury under the laws of the State of California that the information I have provided in this form is true and correct to the best of my knowledge and belief. Any attachments included here are either original documents or true and correct copies of the original documents.

Submitter's Information

CANCEL SUBMIT

4. Select the new Occupant Type. Only 1 selection is allowed. In this example, we are reporting a brand new Owner occupancy so we will select “Owner”.

Report New Occupancy

APN : 1234567890 | 2125 MILVIA ST, BERKELEY, CA 94704
Unit #: B

What is the reason for the change in occupancy?
Reason of Change *
Tenant voluntarily vacated

What is the new occupant type?
Occupant Type *

Date Previous Occupant Vacated

Declaration Statement

By checking this box, I declare under penalty of perjury under the laws of the State of California that the information I have provided in this form is true and correct to the best of my knowledge and belief. Any attachments included here are either original documents or true and correct copies of the original documents.

Submitter's Information

CANCEL SUBMIT

When you select the option of “Owner”, an additional exemption related field will appear.

Report New Occupancy

APN : 1234567890 | 2125 MILVIA ST, BERKELEY, CA 94704
Unit #: A

What is the reason for the change in occupancy?
Reason of Change *
Tenant vacated after receiving a termination notice for nonp...

What is the new occupant type?
Occupant Type *
Owner

Date Previous Occupant Vacated

Should unit be exempt? *:
 Yes No

Declaration Statement

By checking this box, I declare under penalty of perjury under the laws of the State of California that the information I have provided in this form is true and correct to the best of my knowledge and belief. Any attachments included here are either original documents or true and correct copies of the original documents.

CANCEL SUBMIT

- 5. Indicate if the Unit should be Exempt. In this example, we are assuming the Unit should be Exempt so we will select “Yes”.

The screenshot shows a web form titled "Report New Occupancy". At the top, it displays "APN : 1234567890 | 2125 MILVIA ST, BERKELEY, CA 94704" and "Unit #: A". Below this, there are two dropdown menus: "What is the reason for the change in occupancy?" (Reason of Change) with the selected option "Tenant vacated after receiving a termination notice for nonp...", and "What is the new occupant type?" (Occupant Type) with the selected option "Owner". A date field "Date Previous Occupant Vacated" is present with a calendar icon. A red box highlights the question "Should unit be exempt? *:" with two radio buttons: "Yes" (which is selected) and "No". Below this is a section "Select Reason for Unit Exemption" with three radio button options: "Unit is owner-occupied.", "Unit is rented or leased to transient guest(s) for 13 consecutive days or less.", and "Unit occupant does not pay rent or perform service in exchange for occupancy.". At the bottom right, there are "CANCEL" and "SUBMIT" buttons.

Additional fields for the Exemption details will appear on the screen.

This screenshot shows the same "Report New Occupancy" form, but with the "Should unit be exempt? *:" section expanded. The "Yes" radio button remains selected. The "Select Reason for Unit Exemption" section now includes seven radio button options: "Unit is owner-occupied.", "Unit is rented or leased to transient guest(s) for 13 consecutive days or less.", "Unit occupant does not pay rent or perform service in exchange for occupancy.", "Unit has a commercial use and is not used as a residential rental unit.", "Unit is occupied by a property manager who is an employee of the owner under an existing contract, and the manager's occupancy in the unit is a condition of employment.", "Tenant Occupant is recipient of Section 8 Housing Choice Voucher (verification required - either HAP contract or payment stub).", and "Tenant participates in Shelter Plus Care program (documentation required).". Below these is a "Unit is used by owner for personal use and is not used as a rental unit." option. Underneath is an "Upload Document" field with a dashed border and a note: "Document upload will begin when the user clicks the SUBMIT button below.". The "CANCEL" and "SUBMIT" buttons are at the bottom right.

6. Select the Reason for the Unit Exemption application. Only one option may be selected.

Report New Occupancy

Should unit be exempted? Yes No

Select Reason for Unit Exemption

- Unit is owner-occupied.
- Unit is rented or leased to transient guest(s) for 13 consecutive days or less.
- Unit occupant does not pay rent or perform service in exchange for occupancy.
- Unit has a commercial use and is not used as a residential rental unit.
- Unit is occupied by a property manager who is an employee of the owner under an existing contract, and the manager's occupancy in the unit is a condition of employment.
- Tenant Occupant is recipient of Section 8 Housing Choice Voucher (verification required - either HAP contract or payment stub).
- Tenant participates in Shelter Plus Care program (documentation required).
- Unit is used by owner for personal use and is not used as a rental unit.

Upload Document Document upload will begin when the user clicks the SUBMIT button below.

Browse for File

CANCEL **SUBMIT**

Once a selection is made, additional instructions may appear on the screen to describe the type of documentation that is required to be provided for the selected Exemption Reason.

Report New Occupancy

- Tenant participates in Shelter Plus Care program (documentation required).
- Unit is used by owner for personal use and is not used as a rental unit.

Required Documentation

Please submit two items from the following list:

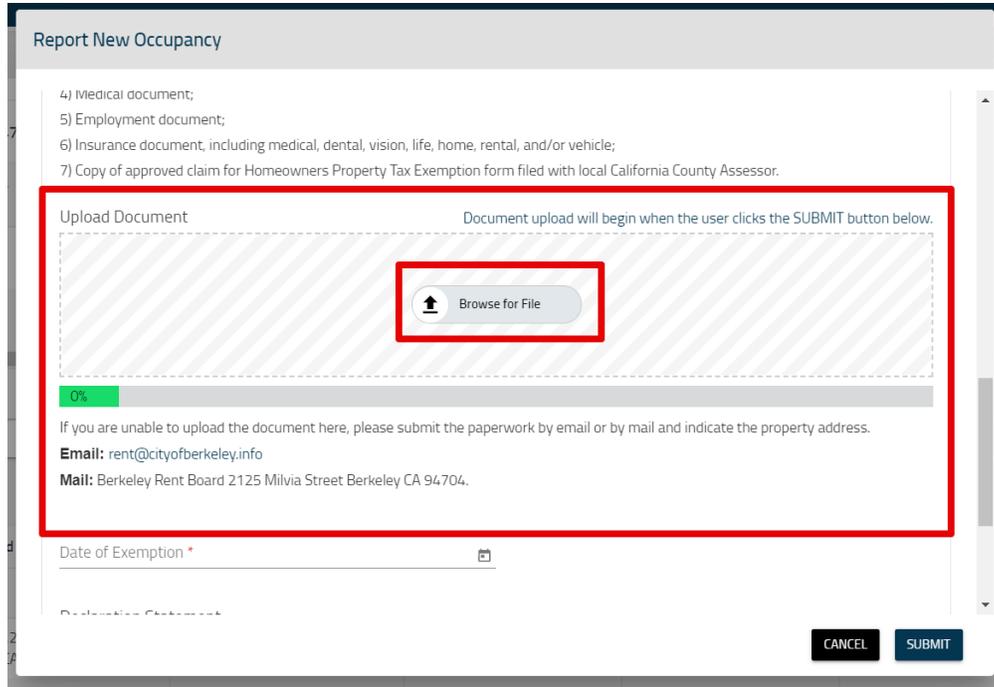
- 1) A copy of a driver's license, voter registration card, or other government-issued identification showing the address of the unit as the owner's primary residence;
- 2) Bank or credit card statement, dated within 90 days of submission, in the name of the owner that shows the address to which the statement is sent, or the address associated with the statement as the address of the unit;
- 3) Utility bill, dated within 90 days of submission, in the name of the owner that shows the address to which the statement is sent, or the address associated with the statement as the address of the unit;
- 4) Medical document;
- 5) Employment document;
- 6) Insurance document, including medical, dental, vision, life, home, rental, and/or vehicle;
- 7) Copy of approved claim for Homeowners Property Tax Exemption form filed with local California County Assessor.

Upload Document Document upload will begin when the user clicks the SUBMIT button below.

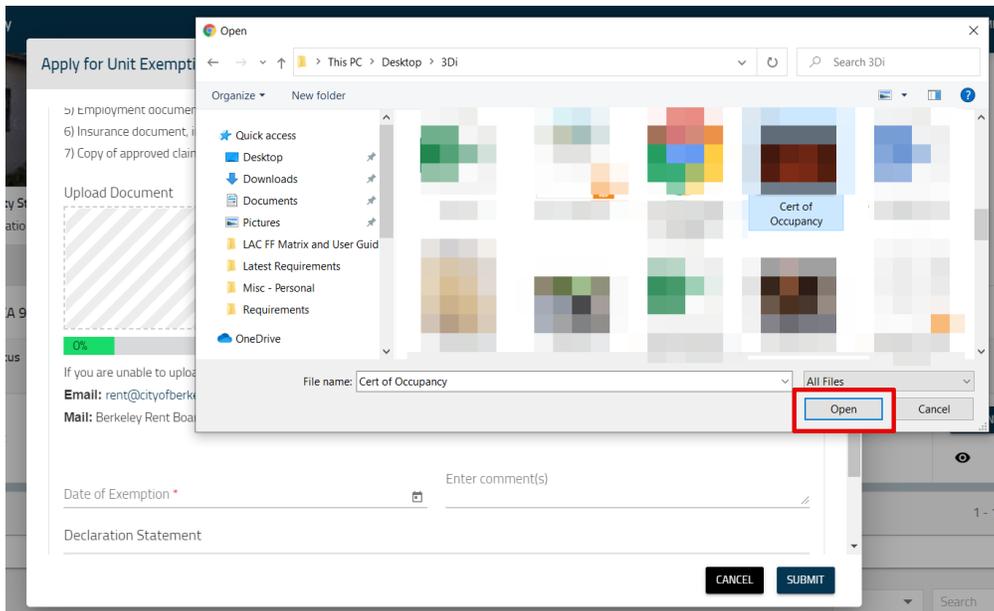
Browse for File

CANCEL **SUBMIT**

7. Upload the required documentation to the Exemption application. Click on the “Browse for File” area to select a document(s) from your device to upload to the Exemption. Note, if you elect not to upload the documentation during the submission of the Occupancy Amendment, then you will need to send the required documents to the Rent Board.



8. Select one or more documents from your machine to upload. Please double check and ensure the uploaded documents meet the requirements for the Exemption Type. Select the document and click on “open” to select it.



City of Berkeley Owner/Manager User Guide

Once a document or documents have been selected and added to the Exemption, they will be listed below the “Browse for File” area. There is also an “X” next to each which allows users to delete the document if it was added by mistake.

The screenshot shows the 'Report New Occupancy' form. At the top, there is a list of document types: 4) Medical document; 5) Employment document; 6) Insurance document, including medical, dental, vision, life, home, rental, and/or vehicle; 7) Copy of approved claim for Homeowners Property Tax Exemption form filed with local California County Assessor. Below this is the 'Upload Document' section with a note: 'Document upload will begin when the user clicks the SUBMIT button below.' A 'Browse for File' button is visible. A file named 'Cert of Occupancy.jpg' is shown with a red box around it and a close 'X' button. A progress bar below the file shows '0%'. At the bottom, there are 'CANCEL' and 'SUBMIT' buttons.

9. Enter the Date that the Exemption started. When you click into the field, a calendar will appear. Select the date from there. This cannot be a future date and would be limited to the Start Date of the Tenancy (if any).

The screenshot shows the 'Report New Occupancy' form. The 'Date of Exemption' field is highlighted with a red box and contains the date '4/17/2021'. Below this is the 'Declaration Statement' section with a checkbox and the text: 'By checking this box, I declare under penalty of perjury under the laws of the State of California that the information I have provided in this form is true and correct to the best of my knowledge and belief. Any attachments included here are either original documents or true and correct copies of the original documents.' At the bottom, there are 'CANCEL' and 'SUBMIT' buttons.

10. Enter all the required fields for the Manager Occupant. The following is a list of fields for the Manager Occupant, with a description of the field, field requirement, and if the field is applicable for Fully Covered and/or Partially Covered Units.

Owner Occupant (with Exemption Claim)			
Field Name	Description	Requirement for Fully Regulated Units	Requirement for Partially Regulated Units
Date Previous Occupant Vacated	When was the last date that the Unit was occupied by the previous occupant or tenant?	Optional	Optional
Should Unit be Exempt	Is this Unit Exempt from the Rent Board Fees?	Required	Required
Select Reason for Unit Exemption	How does this unit qualify for an Exemption	Required	Required
Document Upload	Proof of the Exemption	Optional*	Optional*
Date of Exemption	When did the Exemption begin?	Required	Required

**Documentation for Exemptions will be required to be sent to the Rent Board*

11. Double check the data that was entered on the Occupancy Amendment with Exemption application for accuracy. If everything looks accurate, the Declaration Statement and Submitter’s Information needs to be provided prior to submitting the case. This ensures that the data is being submitted under Penalty of Perjury.

- Click on the Declaration Statement check box, enter your Full Name, enter your Title from the drop-down list, and then click on the "SUBMIT" button to submit the Occupancy Amendment with Exemption.

If all the required fields are entered, then the pop up will close and the Unit's Details will be updated as per the inputs. You will also see the Unit's Status is now 'Exempt'.

2125 MILVIA ST, BERKELEY, CA 94704

Unit #	Unit Fee Status	Unit Status Code	Unit Regulation Type	Number of Bedrooms	Initial Rent	Current Rent	Start Date of Tenancy	Date of Last Rent Increase	Occupant Type	
A	Exempt	OOCC	Partially Covered	2	-	-	-	-	Owner	ACTION
B	Non-Exempt	NEW	Partially Covered	2	\$2,500.00	\$2,500.00	05/01/2021	05/01/2021	Tenant	ACTION

1 - 2 of 2 items

Additionally, an Occupancy Amendment case will appear in the Case History section on the APN and it will be auto-approved along with an auto-approved Unit Exemption case. This allows Staff (and you) to review the previous occupancy information as compared to the newly updated information.

Case History

Case Id	Created on Entity	Case Type	Created Date	Last Modified	Case Status	Action
UE2020-21-255030	Unit: A:2125 MILVIA ST, BERK ELEY, CA 94704	Unit Exemption	05/12/2021	05/12/2021	Approved	👁
NTA2020-21-255029	Unit: A:2125 MILVIA ST, BERK ELEY, CA 94704	Occupancy Amendment	05/12/2021	05/12/2021	Approved	👁
NTA2020-21-255028	Unit: A:2125 MILVIA ST, BERK ELEY, CA 94704	Occupancy Amendment	05/12/2021	05/12/2021	Approved	👁
NTA2020-21-255027	Unit: B:2125 MILVIA ST, BERK ELEY, CA 94704	Occupancy Amendment	05/12/2021	05/12/2021	Approved	👁
RR2020-21-255023	APN: 1234567890	Rent Registry	05/11/2021	05/11/2021	Registration Open	👁

1 - 5 of 5 items

City of Berkeley Owner/Manager User Guide

Report New Occupancy for a New Vacancy

This section will describe how to update a Unit's Occupancy to indicate a Vacancy in the Occupant for a Partially Covered and Fully Covered Unit as the requirements are the same.

1. On the Property details, navigate to the Unit where there is a change in Occupancy resulting in a new Vacancy, and click on the Unit's Action Menu.

The screenshot shows the property details for 2125 MILVIA ST, BERKELEY, CA 94704. The unit list shows two units, A and B, both with a status of 'Partially Covered'. The 'Report New Occupancy' option is highlighted in the action menu.

Unit #	Unit Fee Status	Unit Status Code	Unit Regulation Type	Number of Bedrooms	Initial Rent	Current Rent	Start Date of Tenancy	Date of Last Rent Increase	Occupancy
A	Non-Exempt	NEW	Partially Covered	2	-	-	-	-	
B	Non-Exempt	NEW	Partially Covered	2	\$2,200.00	\$2,200.00	12/02/2020	12/02/2020	Tenant

2. Select the option of "Report New Occupancy".

The screenshot shows the property details for 2125 MILVIA ST, BERKELEY, CA 94704. The unit list shows two units, A and B, both with a status of 'Partially Covered'. The 'Report New Occupancy' option is highlighted in the action menu.

Unit #	Unit Fee Status	Unit Status Code	Unit Regulation Type	Number of Bedrooms	Initial Rent	Current Rent	Start Date of Tenancy	Date of Last Rent Increase	Occupancy
A	Non-Exempt	NEW	Partially Covered	2	-	-	-	-	
B	Non-Exempt	NEW	Partially Covered	2	\$2,200.00	\$2,200.00	12/02/2020	12/02/2020	Tenant

The Report New Occupancy pop up will appear. At the top of the pop up, the APN, Primary Address, and Unit Number are displayed. The Landlord can verify that the correct Unit was selected for the Occupancy Amendment.

Report New Occupancy

APN : 1234567890 | 2125 MILVIA ST, BERKELEY, CA 94704
Unit #: A

What is the reason for the change in occupancy? What is the new occupant type?

Reason of Change * Occupant Type *

Date Previous Occupant Vacated

Declaration Statement

By checking this box, I declare under penalty of perjury under the laws of the State of California that the information I have provided in this form is true and correct to the best of my knowledge and belief. Any attachments included here are either original documents or true and correct copies of the original documents.

Submitter's Information

CANCEL SUBMIT

3. Select the Reason of Change in Occupancy. Only 1 selection is allowed.

Report New Occupancy

APN : 1234567890 | 2125 MILVIA ST, BERKELEY, CA 94704
Unit #: A

What is the reason for the change in occupancy? What is the new occupant type?

Reason of Change * Occupant Type *

This Field is Required.

Date Previous Occupant Vacated

Declaration Statement

By checking this box, I declare under penalty of perjury under the laws of the State of California that the information I have provided in this form is true and correct to the best of my knowledge and belief. Any attachments included here are either original documents or true and correct copies of the original documents.

Submitter's Information

CANCEL SUBMIT

- 4. Select the new Occupant Type. Only 1 selection is allowed. In this example, we are reporting a Vacancy in the occupancy so we will select “Vacant”.

The screenshot shows the 'Report New Occupancy' form. At the top, it displays 'APN : 1234567890 | 2125 MILVIA ST, BERKELEY, CA 94704' and 'Unit #: A'. Below this, there are two dropdown menus. The first is labeled 'What is the reason for the change in occupancy?' with the selected option 'Unit was not previously tenant-occupied'. The second dropdown, 'What is the new occupant type?', is highlighted with a red box and currently shows 'Occupant Type *'. Below these are fields for 'Date Previous Occupant Vacated' and a 'Declaration Statement' section with an unchecked checkbox. At the bottom right are 'CANCEL' and 'SUBMIT' buttons.

When you select the option of “Vacant”, an additional occupancy related field will appear.

This screenshot shows the same 'Report New Occupancy' form, but with the 'Occupant Type' dropdown highlighted in red and set to 'Vacant'. A new field, 'When did the Unit become available for rent? *', has appeared below the 'Date Previous Occupant Vacated' field. The rest of the form, including the APN, unit number, reason for change, declaration statement, and submit buttons, remains the same.

- Enter all the required fields for the Vacancy. The following is a list of fields for the Vacant Occupancy, with a description of the field, field requirement, and if the field is applicable for Fully Covered and/or Partially Covered Units.

Vacant Occupant			
Field Name	Description	Requirement for Fully Covered Units	Requirement for Partially Covered Units
Date Previous Occupant Vacated	When was the last date that the Unit was occupied by the previous occupant or tenant?	Optional	Optional
When did the Unit become available for Rent?	When did the previous occupant vacate the Unit?	Required	Required

- Enter the necessary details for the Vacancy. The Date the Unit became available cannot be a future date.

Report New Occupancy

APN : 1234567890 | 2125 MILVIA ST, BERKELEY, CA 94704
Unit #: A

What is the reason for the change in occupancy?
Reason of Change *
Unit was not previously tenant-occupied

What is the new occupant type?
Occupant Type *
Vacant

Date Previous Occupant Vacated
When did the Unit become available for rent? *
4/25/2021

Declaration Statement

By checking this box, I declare under penalty of perjury under the laws of the State of California that the information I have provided in this form is true and correct to the best of my knowledge and belief. Any attachments included here are either original documents or true and correct copies of the original documents.

Submitter's Information

CANCEL **SUBMIT**

7. Double check the data that was entered on the Occupancy Amendment application for accuracy. If everything looks accurate, the Declaration Statement and Submitter’s Information needs to be provided prior to submitting the case. This ensures that the data is being submitted under Penalty of Perjury.

8. Click on the Declaration Statement check box, enter your Full Name, enter your Title from the drop-down list, and then click on the “SUBMIT” button to submit the Occupancy Amendment application.

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If all the required fields are entered, then the pop up will close and the Unit’s Details will be updated as per the inputs. Some of the Unit’s Information is not displayed on the table. You can click on the “View Details” to view additional Unit details in a popup.

2125 MILVIA ST, BERKELEY, CA 94704

Unit #	Unit Fee Status	Unit Status Code	Unit Regulation Type	Number of Bedrooms	Initial Rent	Current Rent	Start Date of Tenancy	Date of Last Rent Increase	Occupant Type	
A	Non-Exempt	NEW	Partially Covered	2	-	-	-	-	Vacant	ACTION
B	Non-Exempt	NEW	Partially Covered	2	\$2,500.00	\$2,500.00	05/01/2021	05/01/2021	Tenant	ACTION

1 - 2 of 2 items

Additionally, an Occupancy Amendment case will appear in the Case History section on the APN, and it will be auto-approved. This allows Staff (and you) to review the previous occupancy information as compared to the newly updated information.

Case History

5 Search

Case Id	Created on Entity	Case Type	Created Date	Last Modified	Case Status	Action
NTA2020-21-255031	Unit: A,2125 MILVIA ST, BERK ELEY, CA 94704	Occupancy Amendment	05/12/2021	05/12/2021	Approved	
UE2020-21-255030	Unit: A,2125 MILVIA ST, BERK ELEY, CA 94704	Unit Exemption	05/12/2021	05/12/2021	Approved	
NTA2020-21-255029	Unit: A,2125 MILVIA ST, BERK ELEY, CA 94704	Occupancy Amendment	05/12/2021	05/12/2021	Approved	
NTA2020-21-255028	Unit: A,2125 MILVIA ST, BERK ELEY, CA 94704	Occupancy Amendment	05/12/2021	05/12/2021	Approved	
NTA2020-21-255027	Unit: B,2125 MILVIA ST, BERK ELEY, CA 94704	Occupancy Amendment	05/12/2021	05/12/2021	Approved	

1 - 5 of 6 items

City of Berkeley Owner/Manager User Guide

Report New Occupancy for a New Rent Subsidized Occupancy

This section will describe how to update a Unit's Occupancy to indicate a Rent Subsidized Tenant is the new Occupant for a Partially Covered and Fully Covered Unit as the requirements are the same.

1. On the Property details, navigate to the Unit where there is a change in Occupancy resulting in a new Rent Subsidized Tenant Occupant, and click on the Unit's Action Menu.

The screenshot shows the 'Unit Details' page for 2125 MILVIA ST, BERKELEY, CA 94704. The page includes a summary section with 'Total Units: 2', 'Property Status: Registration Open', 'Primary Owner: Jane Doe', and 'Property Manager: Jane Doe'. Below this is a table of units. The 'Report New Occupancy' option is highlighted in the Action Menu for Unit B.

Unit #	Unit Fee Status	Unit Status Code	Unit Regulation Type	Number of Bedrooms	Initial Rent	Current Rent	Start Date of Tenancy	Date of Last Rent Increase	Occupancy
A	Non-Exempt	NEW	Partially Covered	2	-	-	-	-	
B	Non-Exempt	NEW	Partially Covered	2	\$2,200.00	\$2,200.00	12/02/2020	12/02/2020	Tenant

2. Select the option of "Report New Occupancy".

The screenshot shows the 'Unit Details' page for 2125 MILVIA ST, BERKELEY, CA 94704. The page includes a summary section with 'Total Units: 2', 'Property Status: Registration Open', 'Primary Owner: Jane Doe', and 'Property Manager: Jane Doe'. Below this is a table of units. The 'Report New Occupancy' option is highlighted in the Action Menu for Unit B.

Unit #	Unit Fee Status	Unit Status Code	Unit Regulation Type	Number of Bedrooms	Initial Rent	Current Rent	Start Date of Tenancy	Date of Last Rent Increase	Occupancy
A	Non-Exempt	NEW	Partially Covered	2	-	-	-	-	
B	Non-Exempt	NEW	Partially Covered	2	\$2,200.00	\$2,200.00	12/02/2020	12/02/2020	Tenant

The Report New Occupancy pop up will appear. At the top of the pop up, the APN, Primary Address, and Unit Number are displayed. The Landlord can verify that the correct Unit was selected for the Occupancy Amendment.

3. Select the Reason of Change in Occupancy. Only 1 selection is allowed.

- 4. Select the new Occupant Type. Only 1 selection is allowed. In this example, we are reporting a Rent Subsidized Tenant in the occupancy so we will select “Rent Subsidized Tenant”.

The screenshot shows the 'Report New Occupancy' form. At the top, it displays 'APN : 1234567890 | 2125 MILVIA ST, BERKELEY, CA 94704' and 'Unit #: A'. Below this, there are two dropdown menus: 'Reason of Change' with the selected option 'Unit was not previously tenant-occupied', and 'Occupant Type' which is highlighted with a red box. The 'Occupant Type' dropdown is currently empty. Other fields include 'Date Previous Occupant Vacated' with a calendar icon, a 'Declaration Statement' section with an unchecked checkbox and a text box, and 'Submitter's Information' at the bottom. 'CANCEL' and 'SUBMIT' buttons are located at the bottom right.

When you select the option of “Rent Subsidized Tenant”, an additional occupancy related field and exemption question will appear.

This screenshot shows the 'Report New Occupancy' form after the 'Occupant Type' has been selected. The 'Occupant Type' dropdown is now filled with 'Rent Subsidized Tenant' and is highlighted with a red box. A new field, 'Start Date of Tenancy', has appeared with a calendar icon. Below this, there is a question 'Should unit be exempt?' with radio buttons for 'Yes' and 'No'. The 'Declaration Statement' section and 'Submitter's Information' are also visible. 'CANCEL' and 'SUBMIT' buttons are at the bottom right.

- 5. Enter the necessary details for the Rent Subsidized Tenancy. The Start Date of Tenancy cannot be a future date.

The screenshot shows a web form titled "Report New Occupancy". At the top, it displays "APN : 1234567890 | 2125 MILVIA ST, BERKELEY, CA 94704" and "Unit #: A". Below this, there are two columns of dropdown menus. The left column is labeled "What is the reason for the change in occupancy?" with a sub-label "Reason of Change *". The selected option is "Unit was not previously tenant-occupied". The right column is labeled "What is the new occupant type?" with a sub-label "Occupant Type *". The selected option is "Rent Subsidized Tenant". Below these are two date pickers: "Date Previous Occupant Vacated" and "Start Date of Tenancy *", with the latter set to "5/2/2021". A section titled "Should unit be exempt? *:" contains two radio buttons, "Yes" and "No", both of which are unselected. Below this is a "Declaration Statement" section with a checkbox and a text box containing a legal disclaimer. At the bottom right, there are "CANCEL" and "SUBMIT" buttons.

- 6. Indicate if the Unit should be Exempt. In this example, we are assuming the Unit should NOT be Exempt so we will select "No". However, if you need guidance on how to submit an Exemption alongside an Occupancy change, refer to the "[New Owner Occupant](#)" section

This screenshot is identical to the one above, but with a red rectangular box highlighting the "Should unit be exempt? *:" section. In this section, the "No" radio button is now selected, while the "Yes" radio button remains unselected. The rest of the form, including the APN, Unit #, dropdown menus, date pickers, and declaration statement, remains the same.

7. Enter all the required fields for the Subsidized Tenancy. The following is a list of fields for the Rent Subsidized Tenant Occupancy, with a description of the field, field requirement, and if the field is applicable for Fully Covered and/or Partially Covered Units.

Rent Subsidized Tenant Occupant			
Field Name	Description	Requirement for Fully Covered Units	Requirement for Partially Covered Units
Date Previous Occupant Vacated	When was the last date that the Unit was occupied by the previous occupant or tenant?	Optional	Optional
Start Date of Tenancy	When was the Tenancy established?	Required	Required
Should Unit be Exempt	Is this Unit Exempt from the Rent Board Fees?	Required	Required

8. Double check the data that was entered on the Occupancy Amendment application for accuracy. If everything looks accurate, the Declaration Statement and Submitter’s Information needs to be provided prior to submitting the case. This ensures that the data is being submitted under Penalty of Perjury.

- Click on the Declaration Statement check box, enter your Full Name, enter your Title from the drop-down list, and then click on the “SUBMIT” button to submit the Occupancy Amendment application.

If all the required fields are entered, then the pop up will close and the Unit’s Details will be updated as per the inputs. Some of the Unit’s Information is not displayed on the table. You can click on the “View Details” to view additional Unit details in a popup.

2125 MILVIA ST, BERKELEY, CA 94704

Unit #	Unit Fee Status	Unit Status Code	Unit Regulation Type	Number of Bedrooms	Initial Rent	Current Rent	Start Date of Tenancy	Date of Last Rent Increase	Occupant Type	ACTION
A	Non-Exempt	NEW	Partially Covered	2	-	-	05/02/2021	-	Rent Subsidized Tenant	ACTION
B	Non-Exempt	NEW	Partially Covered	2	\$2,500.00	\$2,500.00	05/01/2021	05/01/2021	Tenant	ACTION

1 - 2 of 2 items

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Additionally, an Occupancy Amendment case will appear in the Case History section on the APN, and it will be auto-approved. This allows Staff (and you) to review the previous occupancy information as compared to the newly updated information.

Case Id	Created on Entity	Case Type	Created Date	Last Modified	Case Status	Action
NTA2020-21-255086	Unit: A,2125 MILVIA ST, BERK ELEY, CA 94704	Occupancy Amendment	05/13/2021	05/13/2021	Approved	
NTA2020-21-255031	Unit: A,2125 MILVIA ST, BERK ELEY, CA 94704	Occupancy Amendment	05/12/2021	05/12/2021	Approved	
UE2020-21-255030	Unit: A,2125 MILVIA ST, BERK ELEY, CA 94704	Unit Exemption	05/12/2021	05/12/2021	Approved	
NTA2020-21-255029	Unit: A,2125 MILVIA ST, BERK ELEY, CA 94704	Occupancy Amendment	05/12/2021	05/12/2021	Approved	
NTA2020-21-255028	Unit: A,2125 MILVIA ST, BERK ELEY, CA 94704	Occupancy Amendment	05/12/2021	05/12/2021	Approved	

NOTE: if you believe your Unit qualifies for a Unit Exemption, and you did not submit this alongside the Occupancy Amendment, you will need to apply for this – Exemptions will not automatically be granted based on the Occupant Type. To learn how to submit a Unit Exemption, refer to the [Unit Exemptions](#) section.

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Report New Occupancy for a New Rent-Free Occupancy

This section will describe how to update a Unit's Occupancy to indicate a Rent-Free Occupant is the new Occupant for a Partially Covered and Fully Covered Unit as the requirements are the same.

1. On the Property details, navigate to the Unit where there is a change in Occupancy resulting in a new Rent-Free Occupant, and click on the Unit's Action Menu.

The screenshot shows the property details for 2125 MILVIA ST, BERKELEY, CA 94704. The unit list shows two units, A and B, both with a status of 'NEW' and 'Partially Covered'. The 'Report New Occupancy' option is highlighted in the action menu for unit B.

Unit #	Unit Fee Status	Unit Status Code	Unit Regulation Type	Number of Bedrooms	Initial Rent	Current Rent	Start Date of Tenancy	Date of Last Rent Increase	Occupancy
A	Non-Exempt	NEW	Partially Covered	2	-	-	-	-	
B	Non-Exempt	NEW	Partially Covered	2	\$2,200.00	\$2,200.00	12/02/2020	12/02/2020	Tenant

2. Select the option of "Report New Occupancy".

The screenshot shows the same property details as the previous image. The 'Report New Occupancy' option is now selected in the action menu for unit B.

Unit #	Unit Fee Status	Unit Status Code	Unit Regulation Type	Number of Bedrooms	Initial Rent	Current Rent	Start Date of Tenancy	Date of Last Rent Increase	Occupancy
A	Non-Exempt	NEW	Partially Covered	2	-	-	-	-	
B	Non-Exempt	NEW	Partially Covered	2	\$2,200.00	\$2,200.00	12/02/2020	12/02/2020	Tenant

The Report New Occupancy pop up will appear. At the top of the pop up, the APN, Primary Address, and Unit Number are displayed. The Landlord can verify that the correct Unit was selected for the Occupancy Amendment.

3. Select the Reason of Change in Occupancy. Only 1 selection is allowed.

- 4. Select the new Occupant Type. Only 1 selection is allowed. In this example, we are reporting a Rent-Free Occupant in the occupancy so we will select “Rent-Free Occupant”.

Report New Occupancy

APN : 1234567890 | 2125 MILVIA ST, BERKELEY, CA 94704
Unit #: A

What is the reason for the change in occupancy?
Reason of Change *
Unit was not previously tenant-occupied

What is the new occupant type?
Occupant Type * (highlighted with red box)

Date Previous Occupant Vacated

Declaration Statement
 By checking this box, I declare under penalty of perjury under the laws of the State of California that the information I have provided in this form is true and correct to the best of my knowledge and belief. Any attachments included here are either original documents or true and correct copies of the original documents.

Submitter's Information

CANCEL SUBMIT

When you select the option of “Rent-Free Occupant”, an additional occupancy related field and exemption question will appear.

Report New Occupancy

APN : 1234567890 | 2125 MILVIA ST, BERKELEY, CA 94704
Unit #: A

What is the reason for the change in occupancy?
Reason of Change *
Unit was not previously tenant-occupied

What is the new occupant type?
Occupant Type *
Rent-Free Occupant (highlighted with red box)

Date Previous Occupant Vacated

Start Date of Tenancy *

Should unit be exempt? *:
 Yes No

Declaration Statement
 By checking this box, I declare under penalty of perjury under the laws of the State of California that the information I have provided in this form is true and correct to the best of my knowledge and belief. Any attachments included here are either original documents or true and correct copies of the original documents.

CANCEL SUBMIT

5. Enter the necessary details for the Rent-Free Occupant. The Start Date of Tenancy cannot be a future date.

The screenshot shows the 'Report New Occupancy' form. At the top, it displays the APN: 1234567890 | 2125 MILVIA ST, BERKELEY, CA 94704 and Unit #: A. Below this, there are two dropdown menus: 'Reason of Change' with the selected option 'Unit was not previously tenant-occupied', and 'Occupant Type' with the selected option 'Rent-Free Occupant'. There are also date pickers for 'Date Previous Occupant Vacated' and 'Start Date of Tenancy'. A section for 'Should unit be exempt?' has radio buttons for 'Yes' and 'No', with 'No' selected. Below that is a 'Declaration Statement' section with a checkbox and a text area. At the bottom right, there are 'CANCEL' and 'SUBMIT' buttons.

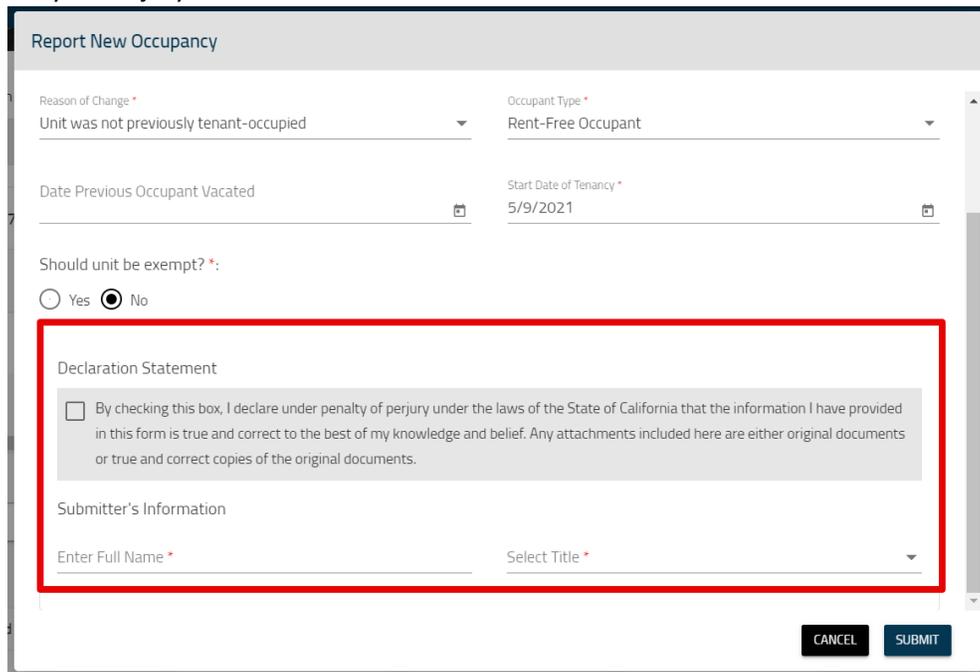
6. Indicate if the Unit should be Exempt. In this example, we are assuming the Unit should NOT be Exempt so we will select “No”. However, if you need guidance on how to submit an Exemption alongside an Occupancy change, refer to the “[New Owner Occupant](#)” section

This screenshot is similar to the previous one but highlights the 'Should unit be exempt?' section with a red box. In this instance, the 'No' radio button is selected. The 'Start Date of Tenancy' is now filled with the date '5/9/2021'. The rest of the form, including the APN, Unit #, and Declaration Statement, remains the same.

- Enter all the required fields for the Rent-Free Occupant. The following is a list of fields for the Rent-Free Occupant, with a description of the field, field requirement, and if the field is applicable for Fully Covered and/or Partially Covered Units.

Rent-Free Occupant			
Field Name	Description	Requirement for Fully Covered Units	Requirement for Partially Covered Units
Date Previous Occupant Vacated	When was the last date that the Unit was occupied by the previous occupant or tenant?	Optional	Optional
Start Date of Tenancy	When was the Tenancy established?	Required	Required
Should Unit be Exempt	Is this Unit Exempt from the Rent Board Fees?	Required	Required

- Double check the data that was entered on the Occupancy Amendment application for accuracy. If everything looks accurate, the Declaration Statement and Submitter’s Information needs to be provided prior to submitting the case. This ensures that the data is being submitted under Penalty of Perjury.



- Click on the Declaration Statement check box, enter your Full Name, enter your Title from the drop-down list, and then click on the "SUBMIT" button to submit the Occupancy Amendment application.

If all the required fields are entered, then the pop up will close and the Unit’s Details will be updated as per the inputs. Some of the Unit’s Information is not displayed on the table. You can click on the “View Details” to view additional Unit details in a popup.

2125 MILVIA ST, BERKELEY, CA 94704

Unit #	Unit Fee Status	Unit Status Code	Unit Regulation Type	Number of Bedrooms	Initial Rent	Current Rent	Start Date of Tenancy	Date of Last Rent Increase	Occupant Type	ACTIONS
A	Non-Exempt	NEW	Partially Covered	2	-	-	05/09/2021	-	Rent-Free Occupant	ACTIONS
B	Non-Exempt	NEW	Partially Covered	2	\$2,500.00	\$2,500.00	05/01/2021	05/01/2021	Tenant	ACTIONS

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Additionally, an Occupancy Amendment case will appear in the Case History section on the APN, and it will be auto-approved. This allows Staff (and you) to review the previous occupancy information as compared to the newly updated information.

Case Id	Created on Entity	Case Type	Created Date	Last Modified	Case Status	Action
NTA2020-21-255087	Unit: A.2125 MILVIA ST, BERK ELEY, CA 94704	Occupancy Amendment	05/13/2021	05/13/2021	Approved	
NTA2020-21-255086	Unit: A.2125 MILVIA ST, BERK ELEY, CA 94704	Occupancy Amendment	05/13/2021	05/13/2021	Approved	
NTA2020-21-255031	Unit: A.2125 MILVIA ST, BERK ELEY, CA 94704	Occupancy Amendment	05/12/2021	05/12/2021	Approved	
UE2020-21-255030	Unit: A.2125 MILVIA ST, BERK ELEY, CA 94704	Unit Exemption	05/12/2021	05/12/2021	Approved	
NTA2020-21-255029	Unit: A.2125 MILVIA ST, BERK ELEY, CA 94704	Occupancy Amendment	05/12/2021	05/12/2021	Approved	

NOTE: if you believe your Unit qualifies for a Unit Exemption, and you did not submit this alongside the Occupancy Amendment, you will need to apply for this – Exemptions will not automatically be granted based on the Occupant Type. To learn how to submit a Unit Exemption, refer to the [Unit Exemptions](#) section.

Update Rent Details for a Partially Covered Tenant Unit

If you have any Units that are Partially Covered under the ordinance with a Tenant Occupant, you are required to keep the Rent Board up to date on the Current Rent, Date of Last Rent Increase, and Number of Occupants. You can report this during the open Registration period or anytime throughout the year. To learn how to update this information, follow the steps listed below.

1. Navigate to the APN Details page and click on the Action Menu for the Partially Covered, Tenant Occupied Unit which the Rent was updated, and it needs to be reported to the Rent Board.

APN : 1234567890 | Address : 2125 MILVIA ST, BERKELEY, CA 94704 | Total Units : 2

Addresses | **Contacts** | Geo View | Transaction History

Site Address: 2125 MILVIA ST, BERKELEY, CA 94704

Rent Program Fees Owed:

- Due by July 1, 2020
- Current Year Fees*: \$0.00
- Current Year Penalties: \$0.00
- Previous Year's Fees: \$0.00
- Previous Year's Penalties: \$0.00
- Account Credit: \$0.00
- Waiver Amount: \$0.00
- *Total Owed: \$0.00

Unit Fee Status	Unit Status Code	Unit Regulation Type	Number of Bedrooms	Initial Rent	Current Rent	Start Date of Tenancy	Date of Last Rent Increase	Occupant Type	ACTIONS
Non-Exempt	NEW	Partially Covered	2	-	-	05/09/2021	-	Rent-Free Occupant	ACTIONS
Non-Exempt	NEW	<u>Partially Covered</u>	2	\$2,500.00	\$2,500.00	05/01/2021	05/01/2021	<u>Tenant</u>	ACTIONS

2. Select the option of “Update Current Rent”.

Unit Fee Status	Unit Status Code	Unit Regulation Type	Number of Bedrooms	Initial Rent	Current Rent	Start Date of Tenancy	Date of Last Rent Increase	Occupant Type	ACTIONS
Non-Exempt	NEW	Partially Covered	2	-	-	05/09/2021	-	Rent-Free Occupant	ACTIONS
Non-Exempt	NEW	Partially Covered	2	\$2,500.00	\$2,500.00	05/01/2021	05/01/2021	Tenant	ACTIONS

- Apply for Exemption
- Manage Tenant Contacts
- Report New Occupancy
- Update Current Rent**

Case History

Case Id	Created on Entity	Case Type	Created Date	Last Modified	Case Status	Action
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The Update Current Rent pop up will appear. At the top of the pop up, the APN, Primary Address, and Unit Address are displayed. The Landlord can verify that the correct Unit was selected for the updates.

In the pop up, all the Tenant’s Occupancy details will be displayed but many of the fields are disabled. The only fields that are editable are the following:

- **Current Rent** – if this amount is edited, then the ‘Date of Last Rent Increase’ will be wiped so it can be updated accordingly
- **Date of Last Rent Increase** – the date cannot be before the ‘Start Date of Tenancy’
- **Number of Occupants**

3. Enter the necessary details for the changes in rent and/or number of occupants. The Date of Last Rent Increase cannot precede the Start Date of Tenancy.

4. Double check the data that was entered on the Update Current Rent Amendment application for accuracy. If everything looks accurate, the Declaration Statement and Submitter's Information needs to be provided prior to submitting the case. This ensures that the data is being submitted under Penalty of Perjury.

- Click on the Declaration Statement check box, enter your Full Name, enter your Title from the drop-down list, and then click on the “UPDATE” button to submit the Amendment application.

Update Current Rent

Housing Services Included in the Initial Rent *:

Do not include housing services or amenities that are identified (a) in a separate written agreement between the landlord and the tenant, or (b) specifically within the rental agreement itself but the landlord and tenant have agreed in the rental agreement that the amount is not to be included in the Initial Rent. The Rent Program will presume that housing services not identified in (a) or (b) in the prior sentence will be included in the Initial Rent.

Appliances Other Water
 Laundry Gas Parking
 Heat N/A Garbage
 Storage Electric

Declaration Statement

By checking this box, I declare under penalty of perjury under the laws of the State of California that the information I have provided in this form is true and correct to the best of my knowledge and belief. Any attachments included here are either original documents or true and correct copies of the original documents.

Submitter's Information

Enter Full Name * Select Title *

If all the required fields are entered, then the pop up will close and the Unit’s Details will be updated as per the inputs. Some of the Unit’s Information is not displayed on the table. You can click on the “View Details” to view additional Unit details in a popup.

2125 MILVIA ST, BERKELEY, CA 94704

Unit #	Unit Fee Status	Unit Status Code	Unit Regulation Type	Number of Bedrooms	Initial Rent	Current Rent	Start Date of Tenancy	Date of Last Rent Increase	Occupant Type	ACTION
A	Non-Exempt	NEW	Partially Covered	2	-	-	05/09/2021	-	Rent-Free Occupant	ACTION
B	Non-Exempt	NEW	Partially Covered	2	\$2,500.00	\$2,550.00	05/01/2021	05/13/2021	Tenant	ACTION

1 - 2 of 2 items

Additionally, an Update Unit Amendment case will appear in the Case History section on the APN, and it will be auto-approved. This allows Staff (and you) to review the previous occupancy information as compared to the newly updated information.

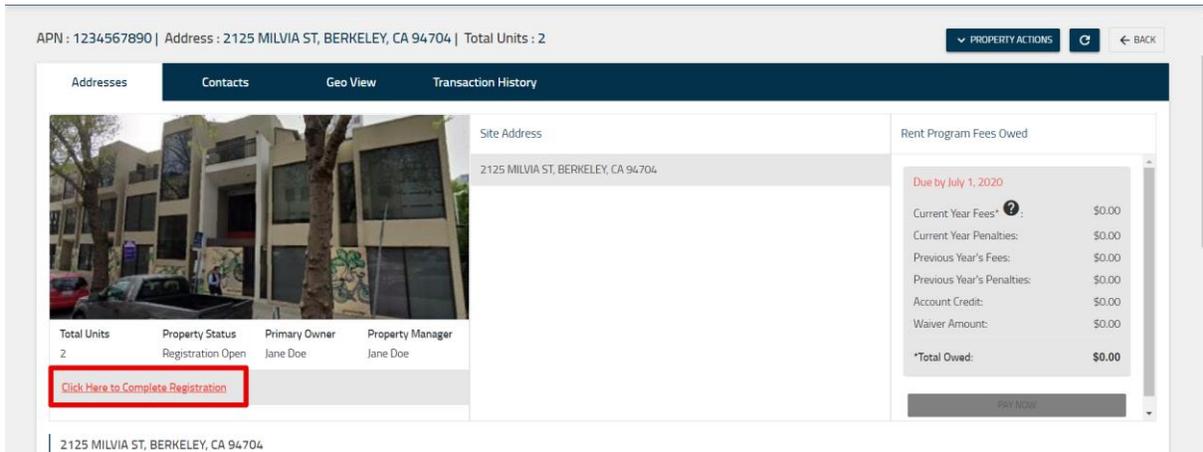
Case History

Case Id	Created on Entity	Case Type	Created Date	Last Modified	Case Status	Action
UUA2020-21-255089	Unit: B,2125 MILVIA ST, BERK ELEY, CA 94704	Update Unit Amendment	05/13/2021	05/13/2021	Approved	👁
NTA2020-21-255087	Unit: A,2125 MILVIA ST, BERK ELEY, CA 94704	Occupancy Amendment	05/13/2021	05/13/2021	Approved	👁
NTA2020-21-255086	Unit: A,2125 MILVIA ST, BERK ELEY, CA 94704	Occupancy Amendment	05/13/2021	05/13/2021	Approved	👁
NTA2020-21-255031	Unit: A,2125 MILVIA ST, BERK ELEY, CA 94704	Occupancy Amendment	05/12/2021	05/12/2021	Approved	👁
UE2020-21-255030	Unit: A,2125 MILVIA ST, BERK ELEY, CA 94704	Unit Exemption	05/12/2021	05/12/2021	Approved	👁

1 - 5 of 9 items

Each Unit’s Details Have Been Updated. Now What?

This section will describe the system behavior once all the Unit’s Occupants and Contacts have been updated. There will be a “Click Here to Complete Registration” link under the Property image and a “REVIEW AND SUBMIT” button will appear at the bottom of the ‘Addresses’ Tab. Either one of these links/buttons will take you to the Review and Submit page.



Before you submit for Registration for the system to calculate the fees owed for the Annual Cycle, you should consider if any Units should be claimed Exempt, as the Occupant Type alone will not grant an Exemption from the Rent Board fees. Landlords MUST report all Unit Exemptions, unit by unit, BEFORE submitting the Property for Registration.

Note: if you forget to apply for an Exemption, you may incur additional fees for Registration as the fee is calculated based on the number of Non-Exempt Units.

The next sections of the document will describe how to apply for Unit Exemptions and what to do if you feel your Property should not be part of the Rent Board’s rent registry.

Unit Exemptions

Review the Ordinance to determine if your Unit(s) qualify for a Unit Exemption. If a Unit may qualify for a Unit Exemption, Landlords are encouraged to submit a Unit Exemption for each Unit which may qualify. Staff will review each Unit Exemption that is submitted and determine if the Unit Exemption should be applied to the Unit or not. This will be apparent through the Unit Status.

If a Unit on the APN should be Exempt from the Rent Board’s Ordinance due to one of the following reasons, you may apply for a Unit Exemption:

- Unit is owner-occupied.
- Unit is rented or leased to transient guest(s) for 13 consecutive days or less.
- Unit occupant does not pay rent or perform service in exchange for occupancy.
- Unit has a commercial use and is not used as a residential rental unit.

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- Unit is occupied by a property manager who is an employee of the owner under an existing contract, and the manager's occupancy in the unit is a condition of employment.
- Tenant Occupant is recipient of Section 8 Housing Choice Voucher (verification required - either HAP contract or payment stub)
- Tenant participates in Shelter Plus Care program (documentation required)
- Unit is used by owner for personal use and is not available for rent.

Please note the following:

- A Unit's Occupancy Details and the APN Contacts must be entered before an Exemption can be applied for.
- Applying for a Unit Exemption does not guarantee it will be granted.
- The appropriate documentation will need to be provided for the Rent Board to consider the Exemption request.
- If a Unit has an Active Unit Exemption (meaning the Unit Exemption is not yet "approved" or "denied"), then another Unit Exemption cannot be submitted until the Rent Board comes to a determination of the active case.
- Unit Exemption can only be applied for when the APN Status is "Registration Open" or "Registration Denied".
- Unit Exemptions need to be applied for annually at Registration unless they have carried over from a previous Registration Cycle (refer to the Unit Fee Status to determine).

To apply for a Unit Exemption, follow the steps listed below.

1. Navigate to the APN Details page and click on the Action Menu for the Unit which an Exemption should be submitted.

2125 MILVIA ST, BERKELEY, CA 94704

Unit #	Unit Fee Status	Unit Status Code	Unit Regulation Type	Number of Bedrooms	Initial Rent	Current Rent	Start Date of Tenancy	Date of Last Rent Increase	Occupant Type	ACTIONS
A	Non-Exempt	NEW	Partially Covered	2	-	-	05/09/2021	-	Rent-Free Occupant	ACTIONS
B	Non-Exempt	NEW	Partially Covered	2	\$2,500.00	\$2,550.00	05/01/2021	05/13/2021	Tenant	ACTIONS

1 - 2 of 2 items

2. Select the option of "Apply for Exemption".

2125 MILVIA ST, BERKELEY, CA 94704

Unit #	Unit Fee Status	Unit Status Code	Unit Regulation Type	Number of Bedrooms	Initial Rent	Current Rent	Start Date of Tenancy	Date of Last Rent Increase	Occupant Type	ACTIONS
A	Non-Exempt	NEW	Partially Covered	2	-	-	05/09/2021	-	Rent-Free Occupant	ACTIONS
B	Non-Exempt	NEW	Partially Covered	2	\$2,500.00	\$2,550.00	05/01/2021	05/13/2021	Tenant	ACTIONS

1 - 2 of 2 items

City of Berkeley Owner/Manager User Guide

The Apply for Unit Exemption pop up will appear. At the top of the pop up, the APN, Primary Address, and Unit Name are displayed. The Landlord can verify that the correct Unit was selected for the Unit Exemption application.

Apply for Unit Exemption

APN : 1234567890 | 2125 MILVIA ST, BERKELEY, CA 94704
Unit # : A

***Instructions :**
Certain units are exempt from the Rent Board's annual fee. Please submit this form for any unit at the property that qualifies as an exempt unit for the upcoming fiscal year based on the reasons listed below.

Select Reason for Unit Exemption

- Unit is owner-occupied.
- Unit is rented or leased to transient guest(s) for 13 consecutive days or less.
- Unit occupant does not pay rent or perform service in exchange for occupancy.
- Unit has a commercial use and is not used as a residential rental unit.
- Unit is occupied by a property manager who is an employee of the owner under an existing contract, and the manager's occupancy in the unit is a condition of employment.
- Tenant Occupant is recipient of Section 8 Housing Choice Voucher (verification required - either HAP contract or payment stub).
- Tenant participates in Shelter Plus Care program (documentation required).

CANCEL SUBMIT

3. Select the Reason for the Unit Exemption application. Only one option may be selected.

Apply for Unit Exemption

APN : 1234567890 | 2125 MILVIA ST, BERKELEY, CA 94704
Unit # : A

***Instructions :**
Certain units are exempt from the Rent Board's annual fee. Please submit this form for any unit at the property that qualifies as an exempt unit for the upcoming fiscal year based on the reasons listed below.

Select Reason for Unit Exemption

- Unit is owner-occupied.
- Unit is rented or leased to transient guest(s) for 13 consecutive days or less.
- Unit occupant does not pay rent or perform service in exchange for occupancy.
- Unit has a commercial use and is not used as a residential rental unit.
- Unit is occupied by a property manager who is an employee of the owner under an existing contract, and the manager's occupancy in the unit is a condition of employment.
- Tenant Occupant is recipient of Section 8 Housing Choice Voucher (verification required - either HAP contract or payment stub).
- Tenant participates in Shelter Plus Care program (documentation required).

CANCEL SUBMIT

Once a selection is made, additional instructions may appear on the screen to describe the type of documentation that is required to be provided for the selected Exemption Reason.

Apply for Unit Exemption

- Unit is owner-occupied.
- Unit is rented or leased to transient guest(s) for 13 consecutive days or less.
- Unit occupant does not pay rent or perform service in exchange for occupancy.
- Unit has a commercial use and is not used as a residential rental unit.
- Unit is occupied by a property manager who is an employee of the owner under an existing contract, and the manager's occupancy in the unit is a condition of employment.
- Tenant Occupant is recipient of Section 8 Housing Choice Voucher (verification required - either HAP contract or payment stub).
- Tenant participates in Shelter Plus Care program (documentation required).
- Unit is used by owner for personal use and is not used as a rental unit.

Required Documentation
Please submit copy of employment contract.

Upload Document Document upload will begin when the user clicks the SUBMIT button below.

Browse for File

CANCEL SUBMIT

4. Upload the required documentation to the Exemption application. Click on the “Browse for File” area to select a document(s) from your device to upload to the Exemption. Note, if you elect not to upload the documentation during the submission of the Unit Exemption and send the required documents to the Rent Board, this may delay the processing of your Exemption.

Apply for Unit Exemption

Required Documentation
Please submit copy of employment contract.

Upload Document Document upload will begin when the user clicks the SUBMIT button below.

Browse for File

0%

If you are unable to upload the document here, please submit the paperwork by email or by mail and indicate the property address.
Email: rent@cityofberkeley.info
Mail: Berkeley Rent Board 2125 Milvia Street Berkeley CA 94704.

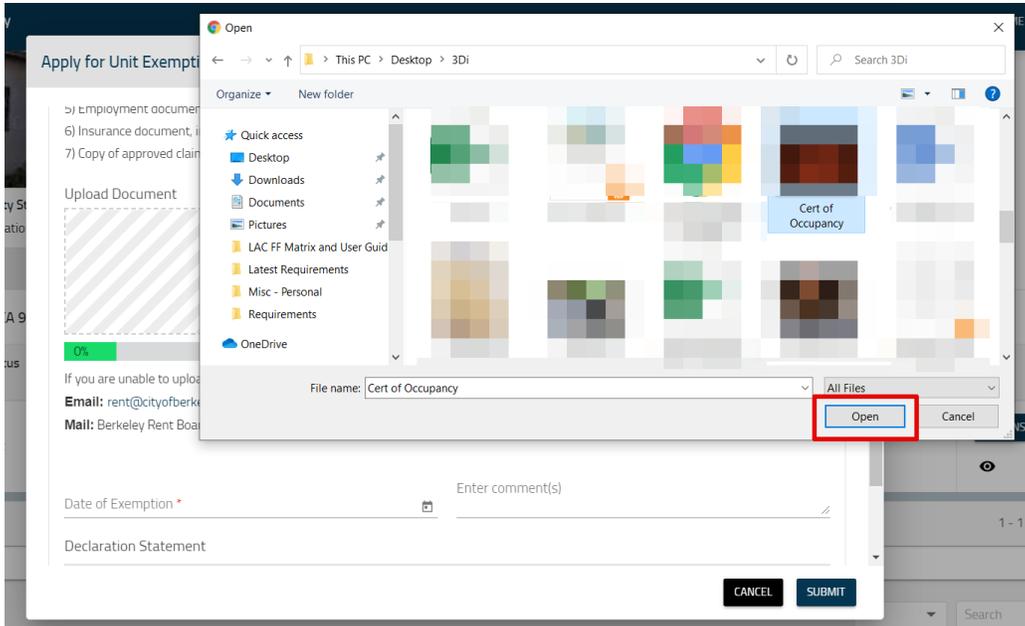
Date of Exemption * Enter comment(s)

DECLARATION STATEMENT

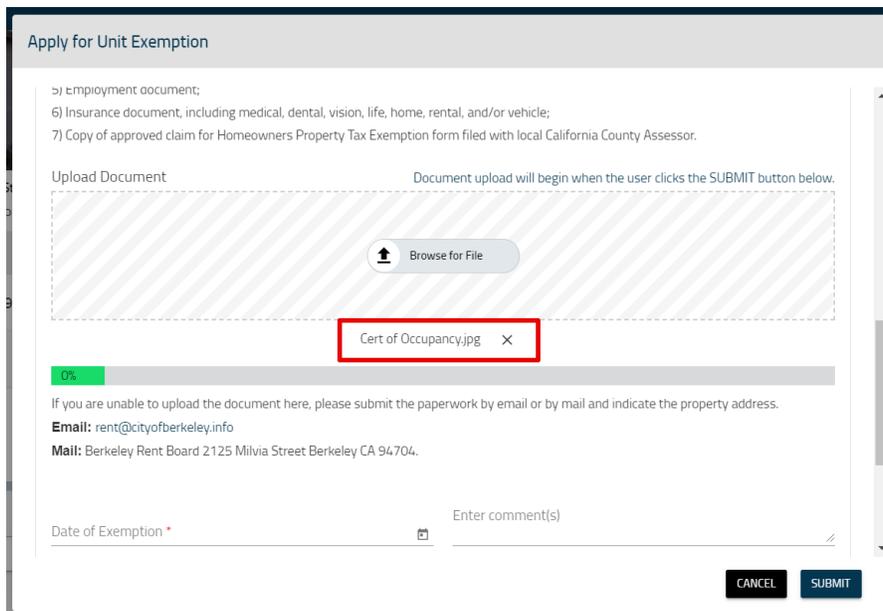
CANCEL SUBMIT

City of Berkeley Owner/Manager User Guide

5. Select one or more documents from your machine to upload to the Exemption case. Please double check and ensure the uploaded documents meet the requirements for the Exemption Type. Uploading inaccurate documentation may result in the denial of the Exemption. Select the document and click on “open” to select it.



Once a document or documents have been selected and added to the Exemption, they will be listed below the “Browse for File” area. There is also an “X” next to each which allows users to delete the document if it was added by mistake.



6. Enter the Date that the Exemption started. When you click into the field, a calendar will appear. Select the date from there. This cannot be a future date and would be limited to the Start Date of the Tenancy (if any). You may add comments, if any, in the Comment text field next to the Date of Exemption field.

The screenshot shows the 'Apply for Unit Exemption' form. At the top, there is a section for 'Upload Document' with a 'Browse for File' button and a 0% progress bar. Below this, contact information is provided: 'Email: rent@cityofberkeley.info' and 'Mail: Berkeley Rent Board 2125 Milvia Street Berkeley CA 94704'. The 'Date of Exemption' field is highlighted with a red box and contains the date '5/9/2021'. To its right is a text area for 'Enter comment(s)'. Below the date field is a 'Declaration Statement' section with a checkbox and a text area. At the bottom right, there are 'CANCEL' and 'SUBMIT' buttons.

7. Double check the data that was entered on the Exemption application for accuracy. If everything looks accurate, the Declaration Statement and Submitter's Information needs to be provided prior to submitting the case. This ensures that the data is being submitted under Penalty of Perjury.

This screenshot shows the same 'Apply for Unit Exemption' form, but with the 'Declaration Statement' and 'Submitter's Information' sections highlighted with a red box. The 'Date of Exemption' field now contains '5/9/2021'. The 'Declaration Statement' section includes a checkbox and a text area. The 'Submitter's Information' section has two fields: 'Enter Full Name' and 'Select Title'. The 'CANCEL' and 'SUBMIT' buttons are visible at the bottom right.

- Click on the Declaration Statement check box, enter your Full Name, enter your Title from the drop-down list, and then click on the "SUBMIT" button to submit the Exemption application.

Once the case has been submitted the Unit Status will be updated to "Applied for Exemption" as shown below.

2125 MILVIA ST, BERKELEY, CA 94704

Unit #	Unit Fee Status	Unit Status Code	Unit Regulation Type	Number of Bedrooms	Initial Rent	Current Rent	Start Date of Tenancy	Date of Last Rent Increase	Occupant Type	ACTION
A	Applied for Exemption	NEW	Partially Covered	2	-	-	05/09/2021	-	Rent-Free Occupant	ACTION
B	Non-Exempt	NEW	Partially Covered	2	\$2,500.00	\$2,550.00	05/01/2021	05/13/2021	Tenant	ACTION

1 - 2 of 2 items

City of Berkeley Owner/Manager User Guide

The Case History table will be updated to include the new Unit Exemption case that was submitted, and the status of the case will read “Pending Review”.

Case Id	Created on Entity	Case Type	Created Date	Last Modified	Case Status	Action
UE2020-21-255295	Unit: A,2125 MILVIA ST, BERK ELEY, CA 94704	Unit Exemption	05/17/2021	05/17/2021	Pending Review	
UUA2020-21-255089	Unit: B,2125 MILVIA ST, BERK ELEY, CA 94704	Update Unit Amendment	05/13/2021	05/13/2021	Approved	
NTA2020-21-255087	Unit: A,2125 MILVIA ST, BERK ELEY, CA 94704	Occupancy Amendment	05/13/2021	05/13/2021	Approved	
NTA2020-21-255086	Unit: A,2125 MILVIA ST, BERK ELEY, CA 94704	Occupancy Amendment	05/13/2021	05/13/2021	Approved	
NTA2020-21-255031	Unit: A,2125 MILVIA ST, BERK ELEY, CA 94704	Occupancy Amendment	05/12/2021	05/12/2021	Approved	

***Next Steps**

The Rent Board will review the Unit Exemption Case along with the Reasons and Documentation to come to a determination on the status of the Unit. If additional information is required, then Staff will reach out to the Landlord for more information.

- If the Staff denies the Unit Exemption, the case will be closed with the status of *Denied*, and the status of the Unit will be updated back to “Non-Exempt”.
- If the Staff approves the Unit Exemption, the case will be closed with the status of *Approved*, and the status of the Unit will be updated to “Exempt”. Additionally, the Unit Status Code will be updated to reflect the type of Exemption that was granted.

Note: The Rent Board Staff is required to process all Exemption requests before the Registration can be accepted and final Payment for the current year will be calculated on the website.

Please continue to submit all necessary Exemption requests and then learn how to [Submit your Property for Registration and Pay Fees](#).

Property Exemptions

Review the Ordinance to determine if your APN/Property qualifies for an Exemption from the registration requirements. If the APN may qualify for an Exemption, Landlords are encouraged to contact the Rent Board to discuss as this is not something for which a Landlord can apply.

If the APN should be Exempt from the Rent Board's Ordinance due to one of the following reasons, you should reach out to the Rent Board Staff:

- Property is owned by any government agency
- Property's units are rented for less than 14 consecutive days and are establishments such as hotels, motels, inns, tourist homes, and rooming/boarding houses
- Property is a nonprofit cooperative owned and controlled by a majority of residents
- Property is a hospital, skilled nursing facility, health facility, asylum, or home for the aged
- Property is vacant and unavailable for rent

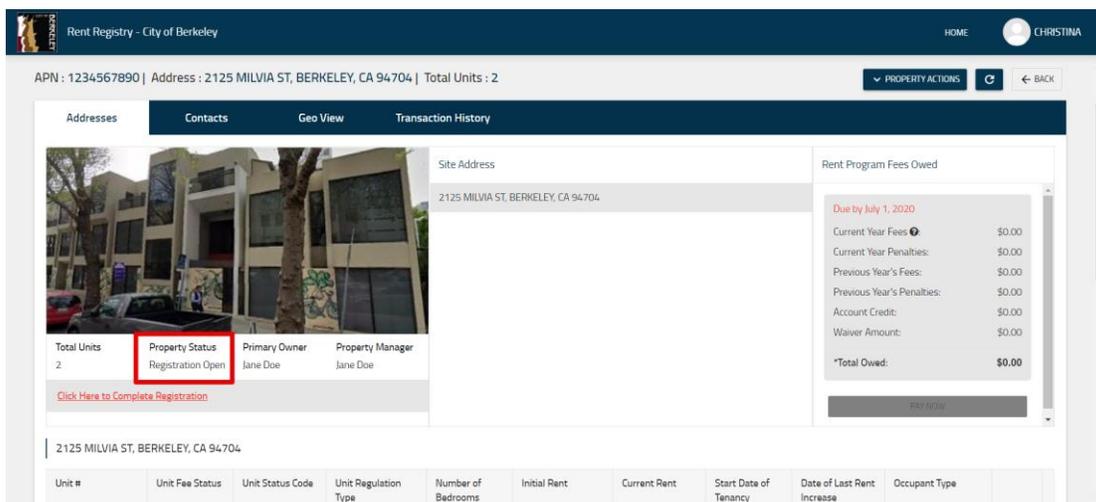
Submit for Registration

This section describes how Landlords can submit their APN for Registration once all the required information – APN Contacts and Unit Details – have been updated. Additionally, the Landlord should have applied for all Exemption requests PRIOR to submitting the APN for Registration.

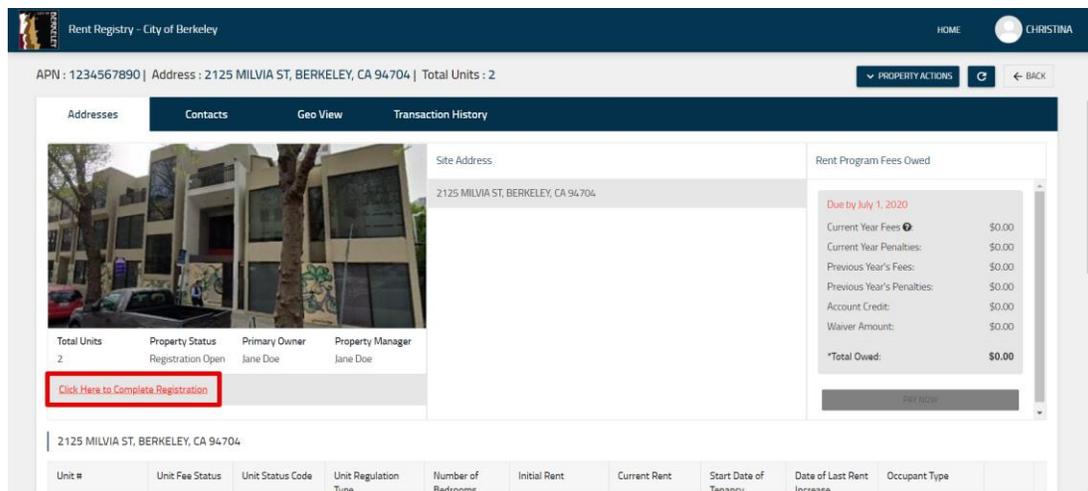
Please note that the Payable Total will be updated once the property status moves to “Registration Completed”. At that time, the green Pay Now button will be enabled, and you can submit a payment online (or you can always mail a check to the Rent Board once you have received your Invoice).

To submit the APN for Registration and then ultimately pay your fees, follow the steps listed below.

1. Navigate to the APN where Registration needs to be submitted. The APN Status will read either “Registration Open” or “Registration Denied”.



2. Confirm all the required Unit Exemptions have been applied for, the Contact Information for both Owner and Property Manager are up to date, and the Occupant Types and Rent Amounts are accurately displayed on the Unit Tables. Click on the “Click Here to Complete Registration” link (as shown below) OR scroll down to the bottom of the Addresses Tab and click on the “REVIEW AND SUBMIT” button.





The Review and Submit page will be displayed. The page will show the APN Details as they have been entered. The Owner and Property Manager Contact details, Unit Details, and Case History will be displayed for the Landlord to review the information that is going to be officially submitted to the Rent Board for Registration.

Rent Registry - City of Berkeley
HOME CHRISTINA

Review and Submit

Please Take Note: You must submit an exemption request for each unit that you believe is not subject to the program fee for the upcoming fiscal year. The annual program fee is based on your registration statement and you cannot apply for an exemption from the fee after registration is submitted. ← BACK

APN Information

APN : 1234567890

Address : 2125 MILVIA ST, BERKELEY, CA 94704

Total Units : 2

Site Address(es)

2125 MILVIA ST, BERKELEY, CA 94704

Primary Owner

Name : Jane Doe

Telephone Number : (123) 456-7890

Additional Telephone Number : (650) 784-0551

Email Address : janedoe@yopmail.com

Recorded Share Interest : 100%

Mailing Address : 2125 MILVIA, BERKELEY, CA 94704

Preferred Language : English

Date of Property Acquisition : 09/29/2020

Owner Type : Individual

Property Manager

Name : Jane Doe

Telephone Number : (123) 456-7890

Email Address : janedoe@yopmail.com

Mailing Address : 2125 MILVIA, BERKELEY, CA 94704

Preferred Language : English

2125 MILVIA ST, BERKELEY, CA 94704

Unit #	Unit Fee Status	Unit Status Code	Unit Regulation Type	Number of Bedrooms	Initial Rent	Current Rent	Start Date of Tenancy	Date of Last Rent Increase	Occupant Type
A	Applied for Exemption	NEW	Partially Covered	2	-	-	05/09/2021	-	Rent-Free Occupant
B	Non-Exempt	NEW	Partially Covered	2	\$2,500.00	\$2,550.00	05/01/2021	05/13/2021	Tenant

Case History 5

Case Id	Created on Entity	Case Type	Created Date	Last Modified	Case Status
UE2020-21-255295	Unit: A,2125 MILVIA ST, BERKELEY, CA 94704	Unit Exemption	05/17/2021	05/17/2021	Pending Review
UUA2020-21-255089	Unit: B,2125 MILVIA ST, BERKELEY, CA 94704	Update Unit Amendment	05/13/2021	05/13/2021	Approved
NTA2020-21-255087	Unit: A,2125 MILVIA ST, BERKELEY, CA 94704	Occupancy Amendment	05/13/2021	05/13/2021	Approved
NTA2020-21-255086	Unit: A,2125 MILVIA ST, BERKELEY, CA 94704	Occupancy Amendment	05/13/2021	05/13/2021	Approved
NTA2020-21-255031	Unit: A,2125 MILVIA ST, BERKELEY, CA 94704	Occupancy Amendment	05/12/2021	05/12/2021	Approved

1 - 5 of 10 items

← BACK SUBMIT

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- Review the information once more. If there are any discrepancies in the data, use the “BACK” button at the top of the page to go back to the APN Details and make edits to the information.

Review and Submit

Please Take Note: You must submit an exemption request for each unit that you believe is not subject to the program fee for the upcoming fiscal year. The annual program fee is based on your registration statement and you cannot apply for an exemption from the fee after registration is submitted.

← BACK

APN Information APN : 1234567890 Address : 2125 MILVIA ST, BERKELEY, CA 94704 Total Units : 2		Site Address(es) 2125 MILVIA ST, BERKELEY, CA 94704	
Primary Owner Name : Jane Doe Telephone Number : (123) 456-7890 Additional Telephone Number : (650) 784-0551		Property Manager Name : Jane Doe Telephone Number : (123) 456-7890 Email Address : janedoe@yopmail.com	

- If the data looks accurate, click on the “SUBMIT” button at the bottom of the page.

B	Non-Exempt	NEW	Partially Covered	2	\$2,500.00	\$2,550.00	05/01/2021	05/13/2021	Tenant
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Case History

Case Id	Created on Entity	Case Type	Created Date	Last Modified	Case Status
UE2020-21-255295	Unit: A, 2125 MILVIA ST, BERKELEY, CA 94704	Unit Exemption	05/17/2021	05/17/2021	Pending Review
UUA2020-21-255089	Unit: B, 2125 MILVIA ST, BERKELEY, CA 94704	Update Unit Amendment	05/13/2021	05/13/2021	Approved
NTA2020-21-255087	Unit: A, 2125 MILVIA ST, BERKELEY, CA 94704	Occupancy Amendment	05/13/2021	05/13/2021	Approved
NTA2020-21-255086	Unit: A, 2125 MILVIA ST, BERKELEY, CA 94704	Occupancy Amendment	05/13/2021	05/13/2021	Approved
NTA2020-21-255031	Unit: A, 2125 MILVIA ST, BERKELEY, CA 94704	Occupancy Amendment	05/12/2021	05/12/2021	Approved

1 - 5 of 10 items

← BACK
SUBMIT

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The Submit Registration pop up will appear.

5. Read all the ‘fine print’ on the pop up.
6. Click on the “Submitted Exemption Requests” checkbox to confirm that all the necessary Unit Exemptions have been submitted to the Rent Board. **Please note, this (new Exemptions submitted) may impact your immediate ability to submit a Payment Online for your property.**

7. If everything looks accurate, click on the “Declaration Statement” checkbox to ensure that the data is being submitted under Penalty of Perjury. Additionally, provide your Full Name and Title by selecting an option from the drop-down list.

Submit Registration

Submitted Exemption Requests

By checking this box, I understand that all unit exemption(s) requests must be submitted prior to completing registration.

1 Unit Exemption(s)

[Click here](#) to return to the home screen to submit an exemption request. For information on how to apply for an exemption, please review the [user guide](#).

Declaration Statement

By checking this box, I declare under penalty of perjury under the laws of the State of California that the information I have provided in this form is true and correct to the best of my knowledge and belief. Any attachments included here are either original documents or true and correct copies of the original documents.

Enter Full Name *
Jane Doe

Select Title *
Primary Owner

CANCEL **SUBMIT**

8. To complete the submission of the APN for Registration, click on the “SUBMIT” button.

Submit Registration

Submitted Exemption Requests

By checking this box, I understand that all unit exemption(s) requests must be submitted prior to completing registration.

1 Unit Exemption(s)

[Click here](#) to return to the home screen to submit an exemption request. For information on how to apply for an exemption, please review the [user guide](#).

Declaration Statement

By checking this box, I declare under penalty of perjury under the laws of the State of California that the information I have provided in this form is true and correct to the best of my knowledge and belief. Any attachments included here are either original documents or true and correct copies of the original documents.

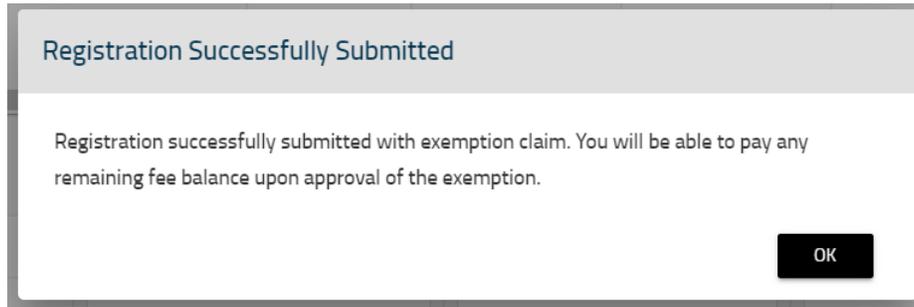
Enter Full Name *
Jane Doe

Select Title *
Primary Owner

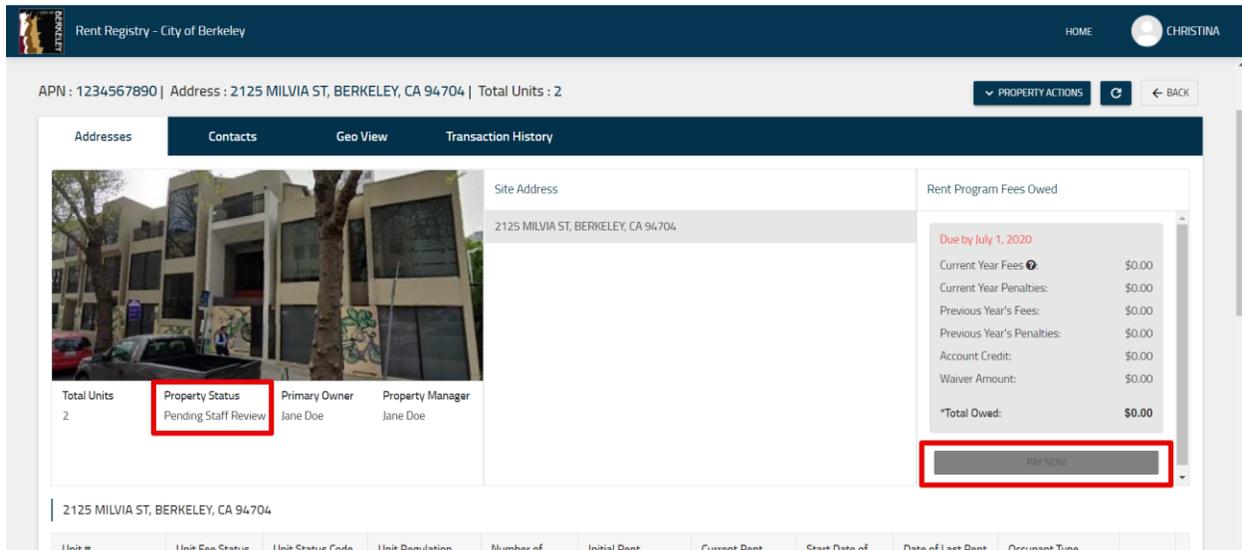
CANCEL **SUBMIT**

City of Berkeley Owner/Manager User Guide

Upon successful completion of Registration, you will get a message as shown below. The messaging indicates that Exemptions were submitted and that you can pay ONLINE after Staff has reviewed.



Once the APN has been submitted for Registration, you will be redirected to the APN Details page. The APN Status will be updated to “Pending Staff Review” if any Exemptions were submitted alongside Registration. The Pay Now button will be enabled only AFTER the Rent Board processes the Exemption request(s).



If no Exemptions were submitted alongside Registration, the then APN Status will be moved to “Registration Completed” and the Pay Now button would be enabled.

Additionally, the following changes will occur:

- Unit Exemptions can no longer be submitted, and the action is removed from the Action Menu.
- Landlords will be unable to “Add/Edit” Unit Information as all changes will need to come in the form of an Amendment case.
 - If the APN undergoes a [Change in Property Ownership](#), the Landlord will be required to create a case for this. This will be covered later in the document.
 - If a Unit has a [Change in Occupancy](#), the Landlord will be required to create a case for this. This will be covered later in the document.

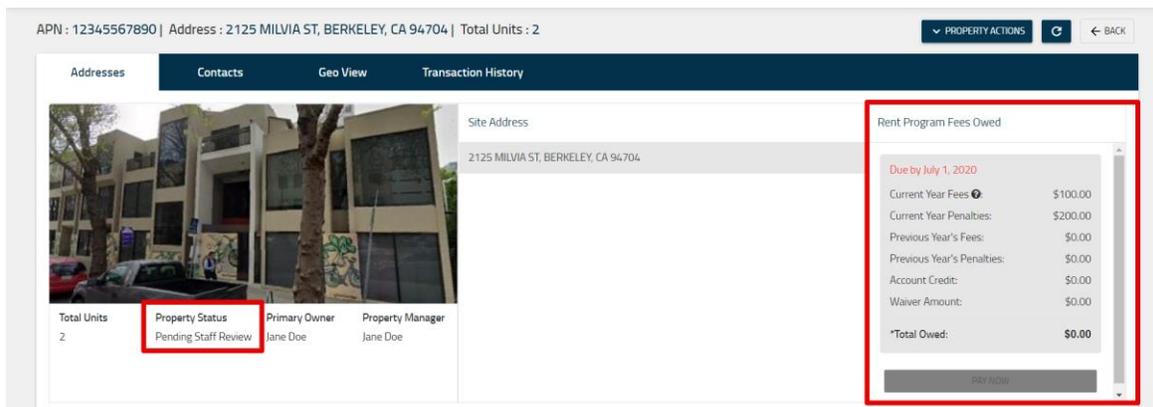
My APN was Submitted for Registration. Now What?

Submitting your property for Registration is a must each year. The purpose of this is for you to ensure that all your APN Contact details, and Unit Information are up to date. By submitting your Property, you are essentially informing the Rent Board that ‘I have confirmed my information is up to date’. Obviously, Tenancy is very fluid and can change throughout the year, even if we are not in a new Registration Cycle. If there are any Occupancy changes throughout the year, you may follow the steps outlined in the “[Update Unit Details](#)” section to keep your information updated.

Once you have confirmed your information, you would be expected to make your payment to the Rent Board. In the sections below, we will describe the two likely outcomes once you submit the Property for Registration.

Property Status: Pending Staff Review

If you submitted a Unit Exemption, then your APN/Property Status will be “Pending Staff Review”. The Rent Board Staff will need to review the Unit Exemption(s) to determine if there are any fluctuations in the amount owed for the Current Year Fees. When a Unit Exemption is approved, the Unit Status will read “Exempt” and the Landlord would not need to pay a fee for that Unit. When the APN/Property Status is “Pending Staff Review”, the Rent Board Staff will need to review the information that you provided.

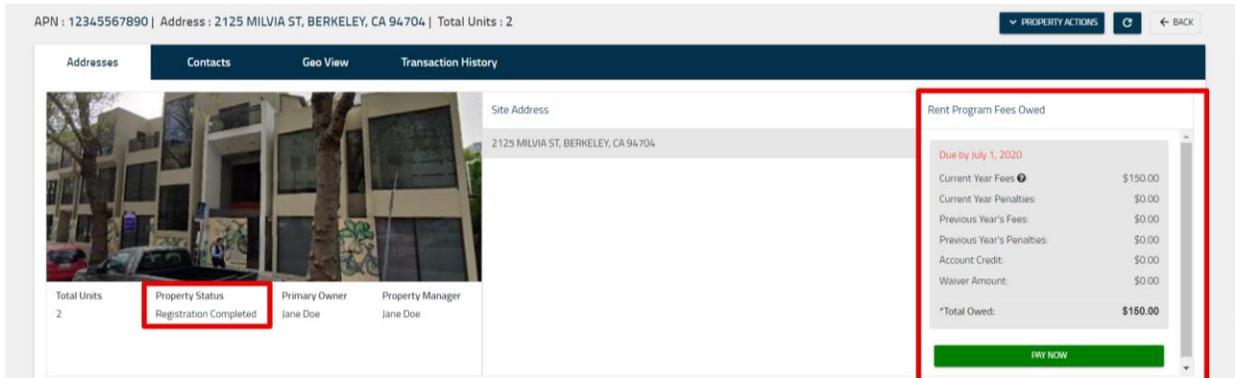


It will be up to the Staff to perform the following tasks:

1. **Review All Exemption Requests that were Submitted:** Staff will need to either “Approve” or “Deny” the Unit Exemptions that were submitted alongside Registration.
2. **Deny the Registration:** If there are any obvious errors with the data that was provided, the Staff may deny the Registration so you can make the necessary adjustments and resubmit the APN. If this occurs, the APN Status will change to **Registration Denied**, and the Action Menu will revert to the options available during “Registration Open” status.
3. **Process the APN for Payment:** Once the Exemptions have been processed, the Staff will process the APN for payment for the Registration Fees. The APN Status will change to **Registration Completed** and you will be able to make a payment online.

Property Status: Registration Completed

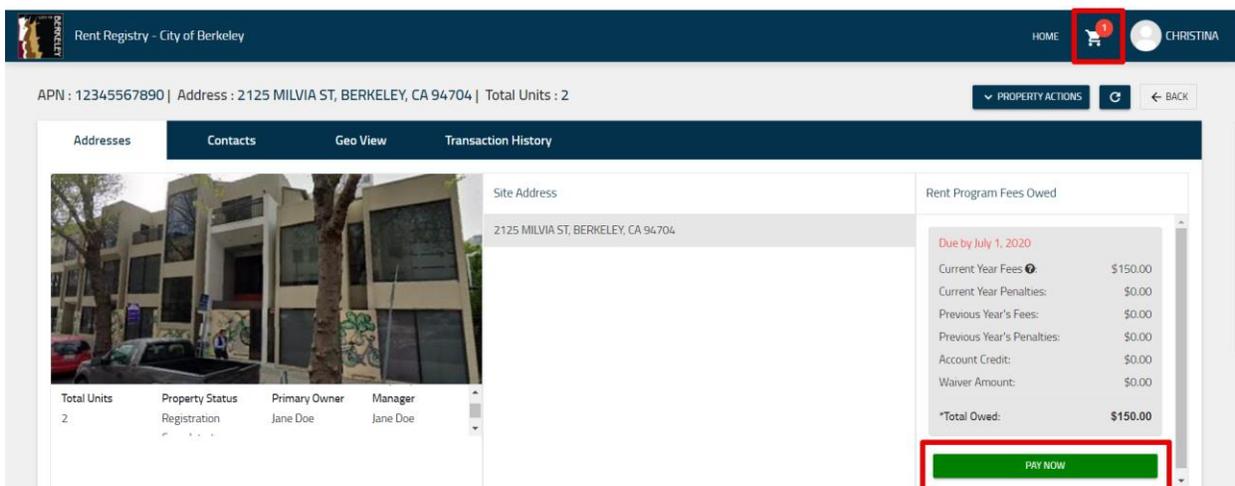
If you did not submit any Unit Exemptions for your Property, then your APN/Property Status will automatically move to “Registration Completed”. This can also happen once the Staff reviews the Unit Exemptions and updates the Property Status. Once we are in “Registration Completed”, the **Pay Now** button will be enabled, the system will confirm the amount of fees owed for the Current Year Fee, and you will be able to submit a payment online using a Credit/Debit Card or an E-Check method. You may also submit your payment directly to the Berkeley Rent Board – just refer to the invoice for details on that.



Pay Rent Board Fees Online

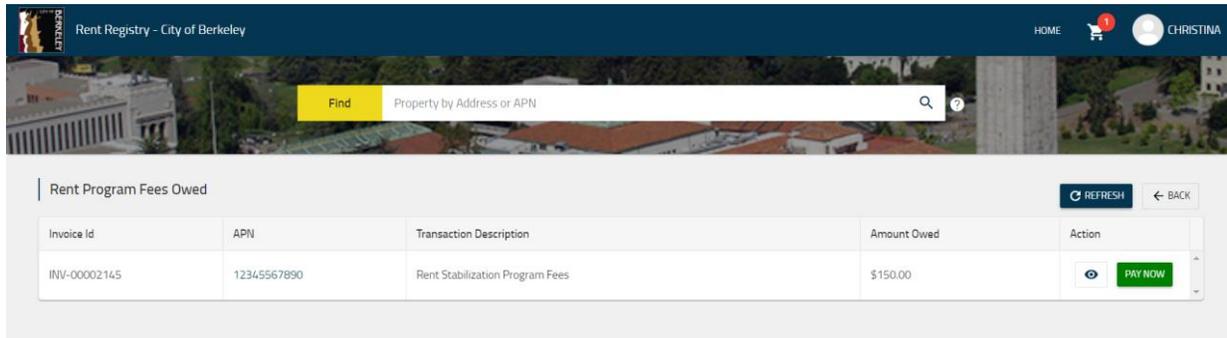
If you elect to Pay Online, follow the steps below.

1. If you are viewing the Property Details of a Property that is ready to accept online payment, you will see the green Pay Now button will be enabled. However, if you have multiple properties and are not sure which ones are ready, you can click on the Shopping Cart icon in the header. In this example, we will click on the Shopping Cart icon.

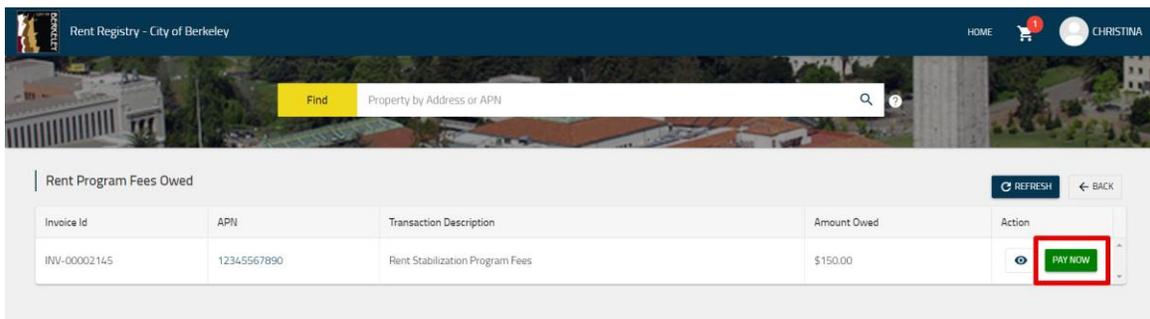


City of Berkeley Owner/Manager User Guide

The Shopping Cart page will load where you will see all Properties that are ready for Online Payment listed in a table format. Each row will have a “View” icon and a “Pay Now” button. You can pay for one property at a time.



2. Click on the Pay Now button.



A pop up will appear requesting you to indicate how you will be paying.

Please Note: all Credit/Debit Card transactions are subject to a 1% Transaction Fee.

The screenshot shows a 'Type of Payment' pop-up form. The title is 'Type of Payment'. Below the title, it says 'Select Type of Payment:'. There are two radio buttons: one for 'Credit Card' and one for 'E-check or Electronic Check'. At the bottom of the form, there are two buttons: 'CANCEL' and 'SUBMIT'.

3. Select the Payment Type and click on the Submit button. In this example we will pay with a Credit Card.

4. A confirmation pop up will appear to ensure you want to proceed with your payment. Click on Yes to proceed.

You will be redirected to ACI Payment website to complete your payment.

- 5. Enter your Credit Card details in the fields. The accepted Card Types are Visa and Mastercard.

Official Payments has changed its name to ACI Payments, Inc.

ACI PAYMENTS, INC.

City of Berkeley, CA - Rent Stabilization Board
Rent Stabilization Board 3Di TEST

PAYMENT INFORMATION > PAYER INFORMATION > REVIEW & SUBMIT > COMPLETE

Payment Amount
\$ 151 .50

Payment Method
New Card

Card Number Expiration Date Security Code What is this?
[Red Box] [Red Box] [Red Box]

Cancel Please note you will not be charged until you Submit at end. Continue

This page supports 128-bit SSL encryption as verified by DigiCert.

PRIVACY POLICY | Complaints | Legal Notices | Pay By Phone | Tax Professionals | Working With ACI Payments, Inc. | ACI Pay Terms & Conditions | Sitemap

- 6. Click on the Continue button to move forward with your payment.

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ACI PAYMENTS, INC.

City of Berkeley, CA - Rent Stabilization Board
Rent Stabilization Board 3Di TEST

PAYMENT INFORMATION > PAYER INFORMATION > REVIEW & SUBMIT > COMPLETE

Payment Amount
\$ 151 .50

Payment Method
New Card

Card Number Expiration Date Security Code What is this?
[Red Box] 07 - Jul 2024 [Red Box]

Cancel Please note you will not be charged until you Submit at end. Continue

This page supports 128-bit SSL encryption as verified by DigiCert.

PRIVACY POLICY | Complaints | Legal Notices | Pay By Phone | Tax Professionals | Working With ACI Payments, Inc. | ACI Pay Terms & Conditions | Sitemap

City of Berkeley Owner/Manager User Guide

- You will see the “Terms” of ACI listed. Please read through the terms and then click on the “Accept Terms” button to continue with your online payment.

You will see the Payer Information screen. Some of the information may be prefilled with information from your [Profile](#) (not from the Property’s Contact information).

8. Enter your Contact Information and click on the Continue button.

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ACI PAYMENTS, INC.™

City of Berkeley, CA - Rent Stabilization Board
Rent Stabilization Board 3Di TEST

PAYMENT INFORMATION > PAYER INFORMATION > REVIEW & SUBMIT > COMPLETE

Please enter your account information

Name
Jane MI Doe Suffix

Country
United States

Address
2125 Milvia
Street Address 2
Apartment or Suite Number
Berkeley CA 94704

Daytime phone
 US/Canada International
(123) 456 - 7890
Note: Please provide area code and extension in case we need to contact you regarding your payment.

Enter your email
christina@3diemail.com christina@3diemail.com

APN: 1234567890
Property Address: 2125 MILVIA ST, BERKELEY, CA 94704
Property Owner: Jane Doe

[Back](#) | [Cancel](#)

Please note you will not be charged until you Submit at end.

Continue

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- 9. You will need to review the information for accuracy. If everything looks good, click on the Submit button. If you need to make corrections, click on the Back link; or if you need to cancel the processing of the online payment, click on the Cancel link (underlined in blue in the screenshot below).

Official Payments has changed its name to ACI Payments, Inc

ACI PAYMENTS, INC.SM

City of Berkeley, CA - Rent Stabilization Board
Rent Stabilization Board 3Di TEST

PAYMENT INFORMATION > PAYER INFORMATION > **REVIEW & SUBMIT** > COMPLETE

REVIEW & SUBMIT

Payment Method	Amount
VISA Ending in 1111	\$151.50

Account Information

Name	Jane Doe
Street Address	2125 MILVIA ST
City	BERKELEY
State	CA
Zip code	94704
Country	United States
Daytime phone	(123) 456 - 7890
Email	christina@3diemail.com
APN	12345567890
Property Address	2125 MILVIA ST, BERKELEY, CA 94704
Property Owner	Jane Doe

[Back](#) | [Cancel](#) | [Submit](#)

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Your payment will be processed. If there are any issues, there will be appropriate messaging on the screen.

10. If your payment is successful, you will see the following screen and messaging. You may click on the Print button to print this screen. Once you are finished, click on the Continue button.

Official Payments has changed its name to ACI Payments, Inc

City of Berkeley, CA - Rent Stabilization Board
Rent Stabilization Board 3Di TEST

PAYMENT INFORMATION > PAYER INFORMATION > REVIEW & SUBMIT > **COMPLETE**

Your payment has been completed successfully. Thank you.

Please click continue.

Confirmation Number	Date & Time
123456	Tuesday, May 18, 2021 11:32AM PT

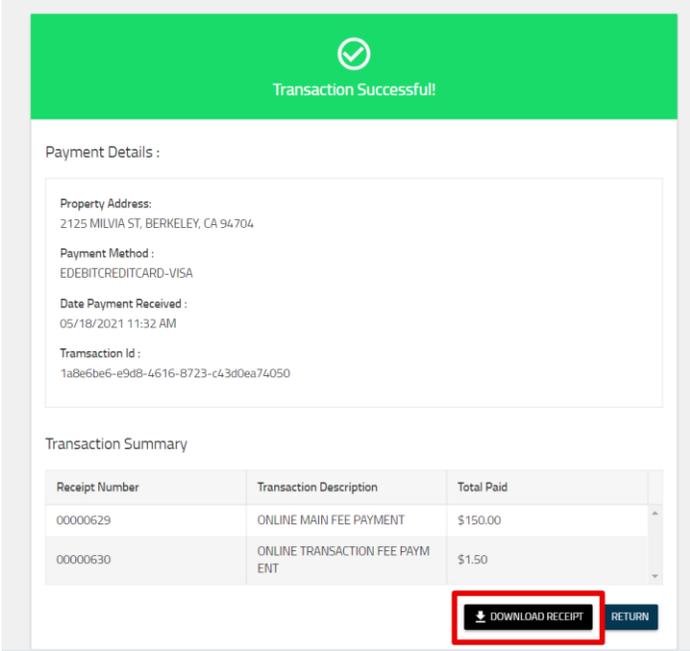
Payment Method	Amount
Ending in 1111	\$151.50

Account Information

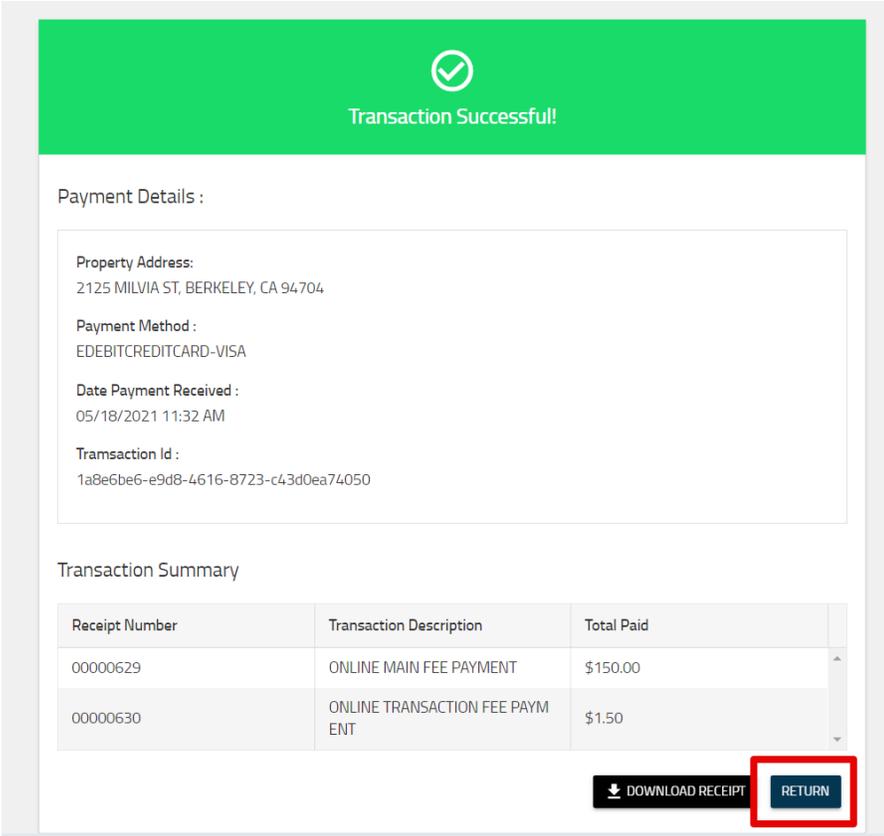
Name	Jane Doe
Street Address	2125 MILVIA ST
City	BERKELEY
State	CA
Zip code	94704
Country	United States
Daytime phone	123-456-7890
Email	christina@3diemail.com
APN	12345567890
Property Address	2125 MILVIA ST, BERKELEY, CA 94704
Property Owner	Jane Doe

RIGHT TO REFUND
You, the customer, are entitled to a refund of the money to be transmitted as the result of this agreement if ACI Payments, Inc. does not forward the money received from you within 10 days of the date of its receipt, or does not give instructions committing an equivalent amount of money to the person designated by you within 10 days of the date of the receipt of the funds from you unless otherwise instructed by you.
If your instructions as to when the moneys shall be forwarded or transmitted are not complied with and the money has not yet been forwarded or transmitted, you have a right to a refund of your money.
If you want a refund, you must mail or deliver your written request to ACI Payments, Inc. at 6060 Coventry Drive, Elkhorn, NE 68022. If you do not receive your refund, you may be entitled to your money back plus a penalty of up to \$1,000 and attorney's fees pursuant to section 2102 of the California Financial Code.

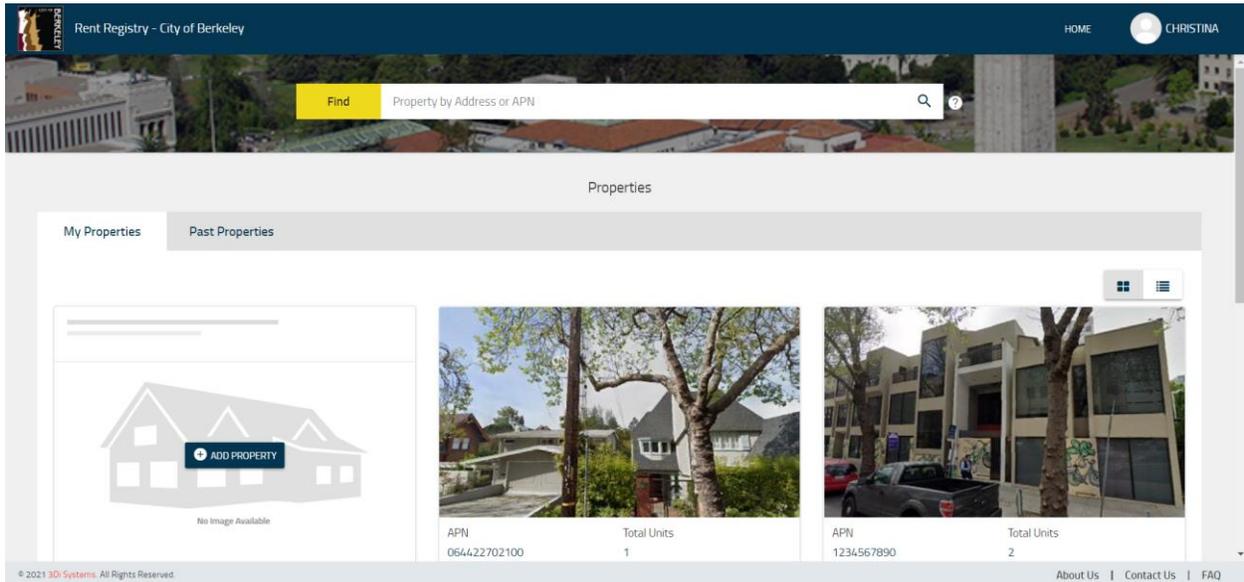
You will be redirected to the Rent Portal where you will see a Transaction Successful page with the payment details along with a button to Download Receipt, which will open in a new tab.



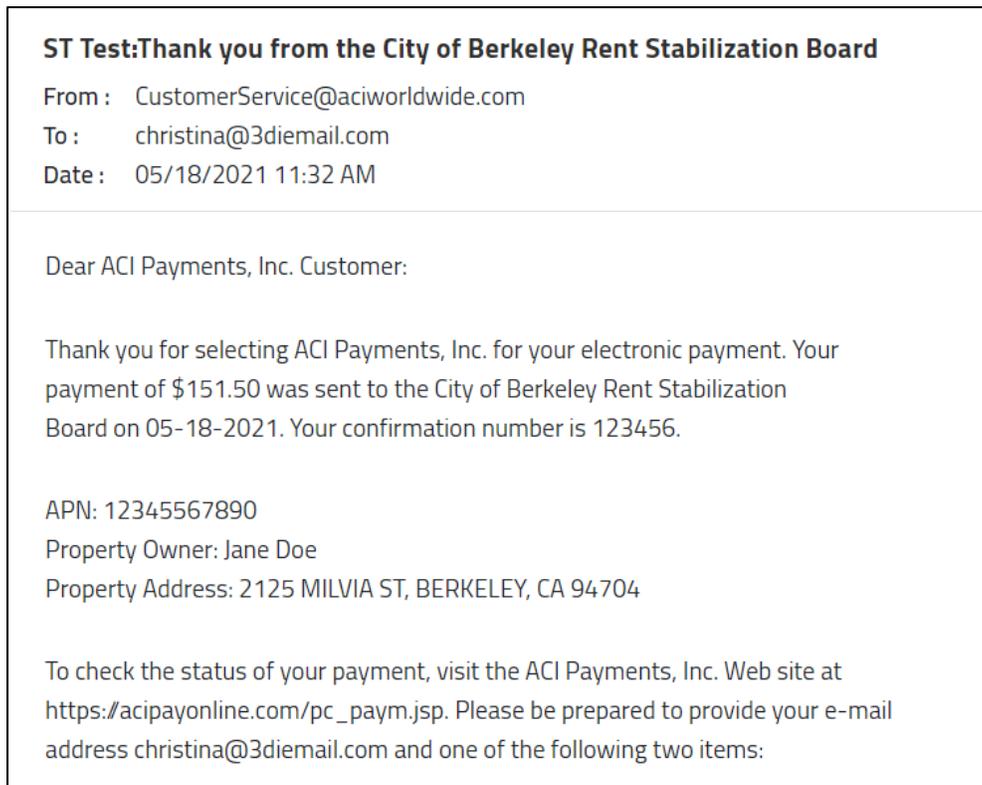
11. Click on the Return button when you are finished.



12. You will be redirected to your Dashboard. If you have paid for all the Properties that you are eligible to pay for online, then the Shopping Cart icon will disappear.



An email confirmation will also be sent to the Logged In User's Email ID.



City of Berkeley Owner/Manager User Guide

Additionally, the Transaction History tab will be updated to reflect the Payment in full and an Outstanding Balance of \$0.00, along with a link to download the receipt.

APN : 12345567890 | Address : 2125 MILVIA ST, BERKELEY, CA 94704 | Total Units : 2

PROPERTY ACTIONS | BACK

Addresses | Contacts | Geo View | **Transaction History**

REFRESH

Outstanding Balances: \$0.00

Fiscal Year	Date/Time	Transaction Type	Reference	Description	Amount	Balance	Invoice/Receipt
FY2020-21	05/18/2021 11:32 AM	Payment	VISA	Payment Received	-\$150.00	\$0.00	
FY2020-21	05/18/2021 10:16 AM	Credit Adjustment (Decreases APN Balance)	12345567890	Removing Penalties	-\$100.00	\$150.00	
FY2020-21	05/18/2021 10:16 AM	Debit Adjustment (Increases APN Balance)	12345567890	Adjusting Partially Covered Fees	\$100.00	\$250.00	

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Report New Ownership of your APN

This section describes the process of reporting the change of Ownership of an APN. If you have sold your APN, it is your responsibility to inform the Rent Board so that you are no longer responsible for the Registration and Fees for the property.

If you received a letter from the Rent Board requesting you to use the new online Rent Registry system and you currently do not own the APN, please contact the Berkeley Rent Board at (510) 981-7368 and inform them that you are no longer the Owner of this APN. You will not need to add the APN to your dashboard and claim responsibility.

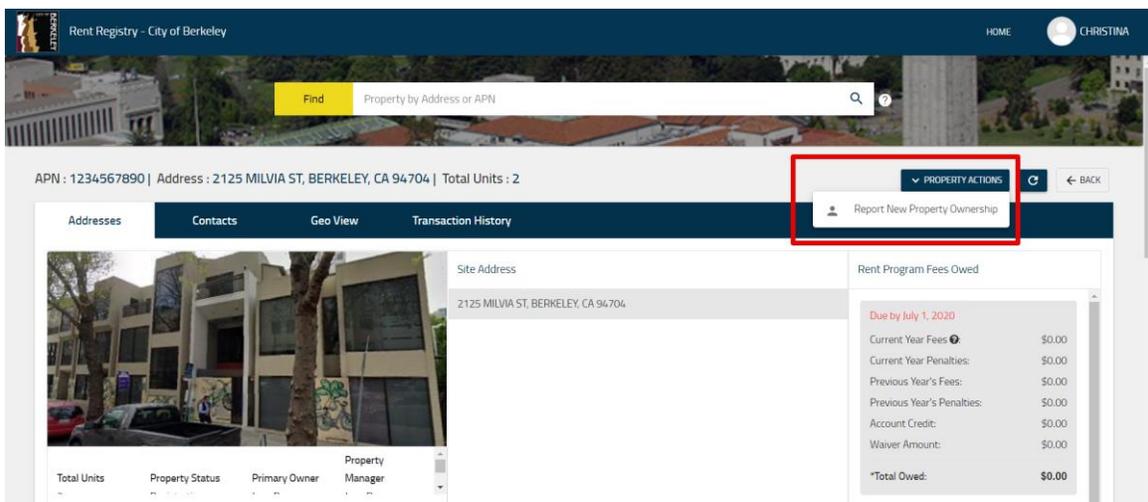
However, if you have already submitted Registration at least once for the APN and then you longer own the property, follow the steps listed below to learn how to report the change in Ownership to the Rent Board online.

Please note the following:

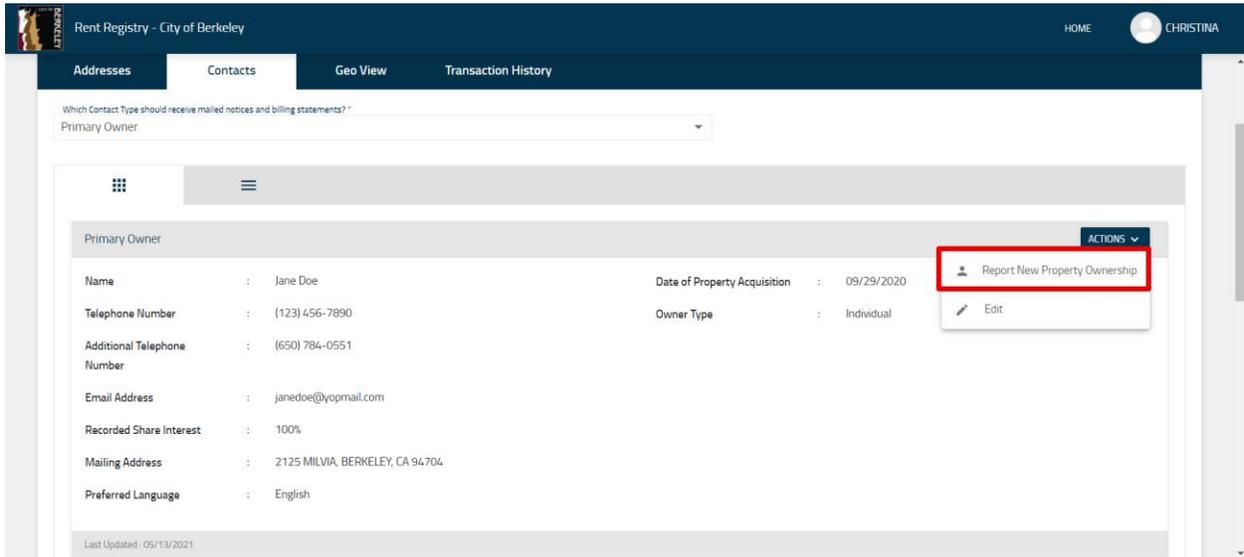
- Applying for a New Property Ownership Amendment does not guarantee it will be approved. The Rent Board will need to first verify the sale before the Amendment can be approved.
- If the APN has an Active New Ownership Amendment Case (the New Ownership has not yet been approved or denied), then another New Ownership Amendment cannot be submitted until the Rent Board comes to a determination of the active case.

Follow the steps listed below when a New Property Ownership Amendment needs to be reported for the APN.

1. There are 2 places in the system from which you can initiate a New Ownership Amendment. Both will be described below.
 - a. From the Addresses Tab, click on the Property Action menu and select the “Report New Property Ownership” option.



- b. From the Contacts Tab, click on the Owner Contact Card “Action Menu” and select the “Report New Property Ownership” option.



Once you click on “Report New Property Ownership”, the Report New Property Ownership pop up will appear.

The screenshot shows the 'Report New Property Ownership' pop-up form. The title is 'Report New Property Ownership'. Below the title, there is a text box with the instruction: 'Please provide the Owner Name. If the owner is a Trust, LLC, Corporation or Partnership, provide name(s) of Trustee(s)/CEO/Managing Partner'. The form contains several input fields: 'New Owner First Name', 'New Owner Last Name', 'New Owner Email', 'New Owner Telephone', 'Date of Ownership Transfer' (with a calendar icon), 'New Owner Mailing Address' (with a checkbox for 'International Address'), 'Street Address', 'Apt/Unit #' (with a help icon), 'City', and 'State' (with a dropdown arrow). At the bottom right, there are two buttons: 'CANCEL' and 'SUBMIT'.

2. Enter the “Date of Ownership Transfer”. This is required. When you click on the field to enter the value, the calendar picker will appear. You can elect to use the calendar to select a date OR you may manually type it in using the MM/DD/YYYY format.

The screenshot shows the 'Report New Property Ownership' form. At the top, there is a grey header with the title 'Report New Property Ownership'. Below the header is a light blue instruction box: 'Please provide the Owner Name. If the owner is a Trust, LLC, Corporation or Partnership, provide name(s) of Trustee(s)/CEO/Managing Partner'. The form contains several input fields: 'New Owner First Name', 'New Owner Last Name', 'New Owner Email', 'New Owner Telephone', 'Date of Ownership Transfer *' (highlighted with a red box and a calendar icon), 'New Owner Mailing Address' (with an 'International Address' checkbox), 'Street Address', 'Apt/Unit #' (with a help icon), 'City', and 'State *' (with a dropdown arrow). At the bottom right, there are 'CANCEL' and 'SUBMIT' buttons.

3. If the New Owner’s Name and Contact Information is known, enter those values as well. This is optional, but it will help the Rent Board to verify the Ownership change much more quickly.

This screenshot shows the same 'Report New Property Ownership' form, but with a red box highlighting the 'New Owner Name and Contact Information' section (First Name, Last Name, Email, Telephone) and the 'New Owner Mailing Address' section (International Address checkbox, Street Address, Apt/Unit #, City, State). The 'Date of Ownership Transfer' field now contains the value '1/1/2021' and has a calendar icon. The 'CANCEL' and 'SUBMIT' buttons are visible at the bottom right.

- Once all the required information and any additional information that can be provided is entered, click on the “Declaration Statement” checkbox to ensure that the data is being submitted under Penalty of Perjury. Additionally, provide your Full Name and Title by selecting an option from the drop-down list.

- Click on the “SUBMIT” button to submit the New Property Ownership Amendment application.

City of Berkeley Owner/Manager User Guide

The Case History table will be updated to include the New Ownership Amendment case that was submitted, and the status of the case will read “Pending Review”.

Case Id	Created on Entity	Case Type	Created Date	Last Modified	Case Status	Action
NOA2020-21-244376	APN: 064425001300	New Owner Amendment	01/05/2021	01/05/2021	Pending Review	
UE2020-21-244375	Unit: 139 HILLCREST RD BERK ELEY CA 94705	Unit Exemption	01/05/2021	01/05/2021	Denied	
RR2020-21-244369	APN: 064425001300	Rent Registry	01/04/2021	01/05/2021	Registration Complete	

***Next Steps**

The Rent Board will review the New Property Ownership Amendment Case and reach out to the new Owner to confirm the sale. If additional information is required, it is possible that the Staff may reach out to the Original Landlord for more information.

The Rent Board Staff is required to process all cases on the APN PRIOR to approving the New Owner Amendment.

- If the Staff denies the New Ownership Amendment, the case will be closed with the status of *Denied*, and the status of the APN will remain as is. The original Landlord will remain the responsible party for the APN and its Registration and Fees.
- If the Staff approves the New Ownership Amendment, the case will be closed with the status of *Approved*. Additionally, you will no longer see this property on your dashboard under the “My Properties” tab; it will appear under the “Past Properties” view. You will no longer be responsible for the Registration of this Property unless you acquire the property again in the future.

Frequently Asked Questions

This section will outline some questions and scenarios that Landlords may find themselves in along with tips on how to proceed.

1. I did not receive the verification email while creating an account. What do I do?
 - a. Contact the Berkeley Rent Board at (510) 981-7368, Ext. 2, or at rentregistry@cityofberkeley.info and let them know you are having issues with the Activation Email when Registering for an Account. Be ready to provide them with the Email you used to create an account with.

2. I clicked on the account verification link in the email that was sent to me, but my account did not get verified. What do I do?
 - a. Contact the Berkeley Rent Board at (510) 981-7368, Ext. 2, or at rentregistry@cityofberkeley.info and let them know you are having issues with the Account Verification Email. Be ready to provide them with the Email you used to create an account with.

3. I forgot my password and tried to reset my password, but I did not receive the email. What do I do?
 - a. Contact the Berkeley Rent Board at (510) 981-7368, Ext. 2, or at rentregistry@cityofberkeley.info and let them know you are having issues resetting your password through the Forgot Password feature. Be ready to provide them with the Email you used to create an account with.

4. I cannot find my APN's Pin, or my Pin is not working. What do I do?
 - a. Double check that you entered the APN and Pin correctly. Check to ensure to spaces or dashes were added to the entry.
 - b. Contact the Berkeley Rent Board at (510) 981-7368, Ext. 2, or at rentregistry@cityofberkeley.info and let them know you are having issues with your APN's Pin. Be ready to provide them with the APN where you are having trouble. Staff may provide you with a new Pin.

5. The Regulation Type, Unit Status Code, or Unit Type for my Unit is incorrect. What do I do?
 - a. Do not begin entering any data on the Unit and contact the Berkeley Rent Board at (510) 981-7368, Ext. 2, or at rentregistry@cityofberkeley.info. Provide your APN or Property Address, along with the Unit Name where there is an issue and explain to them why you believe that your Unit is misclassified. They may ask additional questions to confirm. If the classification is incorrect, they will update this. Refresh your APN (click on the Refresh button OR navigate to your dashboard and then return to the APN) before proceeding to update the data.

6. I no longer own this APN but the Rent Board mailed me a notice indicating that I need to Register the APN. What do I do?
 - a. Contact the Berkeley Rent Board at (510) 981-7368, Ext. 2, or at rentregistry@cityofberkeley.info, provide them with your APN, and let them know you are no longer the Owner of the APN. They may ask for more information. You do not need to add the APN to your Dashboard unless instructed to do so.

7. My APN shows an inaccurate Total Unit Count. What do I do?
 - a. Contact the Berkeley Rent Board at (510) 981-7368, Ext. 2, or at rentregistry@cityofberkeley.info, provide them with your APN, and let them know the Total Unit count is incorrect. If a new Unit needs to be added to rectify the count, provide them with the Unit Name and Total Bedrooms. Staff can add a new Unit on your behalf. If a Unit needs to be removed to rectify the count, provide the Staff with the Unit Name of the Unit which needs to be removed.

8. My APN does not accurately list the Site Addresses. What do I do?
 - a. Contact the Berkeley Rent Board at (510) 981-7368, Ext. 2, or at rentregistry@cityofberkeley.info, provide them with your APN, and let them know there are issues with the Site Addresses. Explain the issue (need a Site Address added, edited, or removed) and indicate if any Units need to be added/removed from the Site Address.

9. One of the Unit Names is inaccurate. What do I do?
 - a. Contact the Berkeley Rent Board at (510) 981-7368, Ext. 2, or at rentregistry@cityofberkeley.info, provide them with your APN, and describe the issue with the Unit Name. The Staff will be able to edit the Unit Name.

10. I am missing a Unit on my APN. What do I do?
 - a. Contact the Berkeley Rent Board at (510) 981-7368, Ext. 2, or at rentregistry@cityofberkeley.info, provide them with your APN, and explain a Unit is missing from the APN. Provide Staff with the following information: Which Site Address the Unit belongs under, the Unit Name, Number of Bedrooms, and Occupant Type. The Staff will be able to add the Unit on your behalf, but it is your responsibility to confirm the accuracy of the information before submitting for Registration.

11. There is an extra Unit on my APN. What do I do?
 - a. Contact the Berkeley Rent Board at (510) 981-7368, Ext. 2, or at rentregistry@cityofberkeley.info, provide them with your APN, and explain the Unit does not belong on the APN.

12. The Number of Bedrooms for a Unit has changed since I first Registered. What do I do?
 - a. Contact the Berkeley Rent Board at (510) 981-7368, Ext. 2, or at rentregistry@cityofberkeley.info, provide them with your APN, provide them with the Unit Name and Site Address where the update is required, and let them know how many bedrooms the Unit now has.

13. The Owner and/or Property Manager Contact information has changed. What do I do?
 - a. Navigate to the Contacts Tab and use the “Action Menu” on the Contact Card to [Edit the Contact information](#). Make the necessary updates and Save the changes.

14. My APN should be Exempt from the Rent Board. What do I do?
 - a. Contact the Berkeley Rent Board at (510) 981-7368, Ext. 2, or at rentregistry@cityofberkeley.info and inform them why you believe your Property should be Exempt.

15. One or more of my Units should be Exempt from the Rent Board. What do I do?
 - a. Enter the APN Contact Information and information on each Unit and then submit a [Unit Exemption Case](#) for each Unit which needs an Exemption.

16. How do I submit my APN for Registration?
 - a. Follow the user guide to understand the requirements to [submit an APN for Registration](#).

17. I submitted my APN for Registration, but I sold the APN and no longer own the Property. What do I do?
 - a. You will need to submit a [New Property Owner Amendment](#) with the Rent Board.