

# City of Berkeley

## Rent Stabilization Program

2125 Milvia Street, Berkeley, CA 94704

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

E-mail: [rentregistry@berkeleyca.gov](mailto:rentregistry@berkeleyca.gov) • Web: [rentboard.berkeleyca.gov](http://rentboard.berkeleyca.gov)

For Office Use Only

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

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

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

## VACANCY REGISTRATION FORM

(Instructions provided on back)

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

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

|               |             |        |               |                  |
|---------------|-------------|--------|---------------|------------------|
| _____         | _____       | _____  | _____         | _____            |
| Street Number | Street Name | Unit # | # of Bedrooms | # of Units/Prop. |

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

**OWNER:** Check if new owner/address

**AGENT/MANAGER:** Check if new agent/address

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

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

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

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

City, State, ZIP: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Storage  Gas  Electricity  Water  Garbage  Parking  Laundry Access  Heat   
Appliances  Other \_\_\_\_\_

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

**Prior Tenancy Information:** Ending date of prior tenancy: \_\_\_\_/\_\_\_\_/\_\_\_\_ Voluntary vacancy? \_\_\_\_\_

Termination by Owner \_\_\_\_\_ Other (explain): \_\_\_\_\_

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

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

\_\_\_\_\_  
PRINT Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# VACANCY REGISTRATION

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

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

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

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

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

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

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

## **INSTRUCTIONS FOR COMPLETING THIS FORM**

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

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

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

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

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

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