

REC. ONLY

APP. ONLY

City of Berkeley

Rent Stabilization Program

2000 Center Street, Suite 400, Berkeley, CA 94704
Phone: (510) 981-7368 [981-RENT] Fax: (510) 809-3921
E-mail: rentregistry@berkeleyca.gov • Web: rentboard.berkeleyca.gov

VACANCY REGISTRATION FOR TENANCIES STARTING BETWEEN 1/1/1996 AND 12/31/1998 ONLY

Berkeley Rental Property Address:

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Street Number	Street Name	Unit #	# of Bedrooms	# of Units/Prop.
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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: ____ Monthly Rent: \$____

Name: _____

Name: _____

Phone/Email: _____

Phone/Email: _____

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

Name(s) of Former Tenant(s): 1. (Last to leave) _____

2. _____ 3. _____ 4. _____

Forwarding address of last tenant: _____

Ending date of this tenancy: _____ Ending Monthly Rent: _____

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

Eviction for non-payment of rent Other reason (specify): _____

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

INSTRUCTIONS FOR TENANCIES STARTING BETWEEN 1/1/1996 AND 12/31/1998 ONLY

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

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

INSTRUCTIONS FOR COMPLETING THIS FORM

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, address, 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." 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 and telephone number for each tenant over age 18. If you need additional space, please attach an extra sheet of paper. Indicate the DATE the tenant(s) moved in, the NUMBER of tenants, and the AMOUNT of the total monthly rental payment for this unit.

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