

Property Address: _____

Please update owner or agent contact information if there are any changes in what was previously reported:

Owner's Name:		
Mailing Address:		
Phone:	Fax:	Email:

Agent's Name:		
Mailing Address:		
Phone:	Fax:	Email:

On-Site Manager's Name (For any buildings with 16 or more rental units):		
Mailing Address:		
Phone:	Fax:	Email:

I declare under penalty of perjury under the laws of the State of California that to the best of my knowledge, the property is in compliance with the East Palo Alto Rent Stabilization Ordinance and that the information provided in this statement is true and correct. I recognize that any inaccurate information contained in this form may be deemed a misrepresentation.

Signature _____ Date: _____

Name (print) _____ Title: _____

REMINDERS:

a. A landlord is eligible to increase rent using authorized Annual General Adjustments only if the landlord: 1) Properly registers the rental unit with the Rent Stabilization Program (including payment of fees, submittal of completed registration statements and change in tenancy / vacancy registration statements when applicable, and payment of any late penalty fees); and substantially complies with the Rent Stabilization Ordinance and orders or regulations issued under the Ordinance, including not charging more than the allowed rent; 2) ensures the rental unit complies with the Warranty of Habitability; and completes all repairs ordered by the City; and 3) Does not raise the rent more than once in any twelve month period.

b. Change in Ownership: Landlords are required to file a completed Change in Ownership form with the Board within thirty (30) days of a change in ownership setting forth the names and addresses of all new owners and the date on which the change in ownership occurred.

c. Change in Exemption Status: Landlords of formerly exempt units must file a Change in Registration Status Statement within sixty (60) days of the termination of the unit's exempt status.

d. Change in Tenancy: For each new tenancy after the Initial Registration or Change in Registration Status Statement is submitted, a Change in Tenancy / Vacancy Registration Statement must be filed with the Rent Board within thirty (30) days of the new tenancy, along with a signed copy of the rental agreement with the new tenant and a signed copy of the Notice of Existence of the Ordinance.

For information, contact the Rent Stabilization Program at rentprogram@cityofepa.org or at (650) 853-3157.