



**City of East Palo Alto**  
**Office of the City Manager**  
**Rent Stabilization Program**  
 2415 University Avenue 2<sup>nd</sup> floor  
 East Palo Alto, CA. 94303  
 Tel: 650-853-3157 Fax: 650-853-3115  
[rentprogram@cityofepa.org](mailto:rentprogram@cityofepa.org)

### CHANGE IN REGISTRATION STATUS STATEMENT

**Submit this form when a unit or property that was formally claimed as exempt under the Rent Stabilization Ordinance is no longer exempt and therefore must be registered.**

Rental Property Address:			
Unit #: _____	# Units on property: _____	# Bedrooms: _____	# Bathrooms: _____

**(If new Owner or agent, submit a Change of Ownership Form.)**

<b>Owner</b> Check if new owner or address <input type="checkbox"/>	<b>Agent</b> Check if new agent or address <input type="checkbox"/>
Name	Name
Address	Address
City, State, Zip	City, State, Zip
Phone (    )	Phone (    )
Email	Email
Send all future notices, correspondence and invoices to: OWNER <input type="checkbox"/> AGENT <input type="checkbox"/>	

Reason this unit is no longer claimed as exempt under the Rent Stabilization Ordinance (Check all that apply):

- Tenant no longer under Section 8 contract
- Two or Three unit property no longer owner-occupied
- No longer owned by non-profit with rent covenants
- Determined by Rent Stabilization Program to be ineligible for the exemption claimed
- Other reason (Describe reason below or on page 3):

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**Date basis for exemption ended, if unit was once exempt:** \_\_\_\_\_

**Beginning date of current tenant's initial lease or rental agreement:** \_\_\_\_\_

**If rental unit is vacant, date unit became vacant:** \_\_\_\_\_ and submit completed Vacancy Registration Statement. When vacant unit becomes rented, submit Change in Tenancy Statement.

**For occupied units: Number of tenants included in initial rental agreement or lease:** \_\_\_\_\_

**Names of each tenant included in the lease or rental agreement:**

- |          |          |
|----------|----------|
| 1. _____ | 2. _____ |
| 3. _____ | 4. _____ |
| 5. _____ | 6. _____ |
| 7. _____ | 8. _____ |

<b>For Current Tenant Report the Following Information</b>	<b>At Initial Occupancy when tenant first moved into Unit:</b> _____ or, if tenancy started between January 1, 1996 – Dec., 31, 2005 report instead charges and discounts on January 1, 2006:	<b>At Current Date of</b> _____
<b>Rent Charged</b> (before adjustment for discounts or fees)	\$ _____	\$ _____
<b>Report Any Discount in Rent Provided</b> (Leave blank if none)	\$ _____	\$ _____
Describe Type of Discount provided: _____		
<b>Report Any Fees Charged Tenant for Regulated Housing Services</b> (Leave blank if no fees are charged):		
Water	\$ _____	\$ _____
Garbage or Refuse Removal	\$ _____	\$ _____
Sewer	\$ _____	\$ _____
Gas / Heat	\$ _____	\$ _____
Electricity	\$ _____	\$ _____
Parking	\$ _____	\$ _____
Pet Accommodation	\$ _____	\$ _____
Gas / Heat	\$ _____	\$ _____
<b>Total Net Rent</b> (Rent less Discounts plus Fees Charged)	\$ _____	\$ _____
<b>Report any Deposits Paid by Tenant that are being held by landlord</b> (Leave blank if no deposits are held):		
Security Deposit	\$ _____	\$ _____
Cleaning Deposit	\$ _____	\$ _____
Pet Deposit	\$ _____	\$ _____
Key Deposit	\$ _____	\$ _____
Other Deposit:	\$ _____	\$ _____
<b>Check all Housing Services provided by landlord that are included in rent and tenant does not pay separately:</b>		
Laundry access <input type="checkbox"/>	Washer/dryer in unit <input type="checkbox"/>	Kitchen appliances <input type="checkbox"/>
Water <input type="checkbox"/>	Garbage / Refuse removal <input type="checkbox"/>	Pets allowed <input type="checkbox"/>
Gas <input type="checkbox"/>	Electricity <input type="checkbox"/>	Extra storage space <input type="checkbox"/>
<b>Report Parking Assigned:</b>	<b># Covered parking spaces:</b> _____	<b># Uncovered parking spaces:</b> _____

**If this unit is now rented, submit with this Change in Status Registration Statement the initial lease or rental agreement signed by tenant at the time tenant moved into this unit, and any current lease or rental agreement.**

**If this unit is now vacant, complete the Vacancy Registration Statement below. When the unit becomes rented again, submit a Change in Tenancy Statement with the initial lease or rental agreement within 30 days of occupancy.**

**VACANCY REGISTRATION STATEMENT**

**Report Prior Tenancy Information:**

Date unit became vacant: _____ Final rent charged to prior tenant: \$ _____
Reason unit became vacant: <input type="checkbox"/> Voluntary <input type="checkbox"/> Abandonment by prior tenant <input type="checkbox"/> For cause eviction pursuant to Code of Civil Procedure § 1161 <input type="checkbox"/> Notice by landlord pursuant to Civil Code § 827 or § 1946 <input type="checkbox"/> Other reasons for eviction

List changes in housing services, including parking spaces, offered to new tenant compared to the last tenant:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Was the former tenant charged more than the Maximum Allowable Rent for this unit?

Yes             No

If yes, was a rebate provided to the former tenant for any overcharges paid above the Maximum Allowable Rent back to August 2010?

Yes             No

