



**City of East Palo Alto**  
**Rent Stabilization Program**  
 2415 University Ave. 2<sup>nd</sup> Floor  
 East Palo Alto, CA. 94303  
 Tel:( 650) 853-3114 Fax: (650) 853-3115  
[rentprogram@cityofepa.org](mailto:rentprogram@cityofepa.org)

**CHANGE IN TENANCY / VACANCY REGISTRATION STATEMENT**  
 Submit this form at the start of a new tenancy with a copy of the lease or rental agreement

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

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

Owner	Agent
Name:	Name:
Address:	Address:
City, State, Zip:	City, State, Zip:
Phone:	Phone:
Email:	Email:

**New Tenant Information:**

<b>Beginning Date of This Tenancy:</b>	<b>Initial Rent: \$</b>	<b>Section 8 Contract</b> <input type="checkbox"/>
<b>Provide the names of each tenant on the lease or rental agreement:</b>		
1. 2. 3. 4.		
<i>Tenant names will be kept confidential in accordance with the Information Practices Act of 1977.</i>		
Tenant Phone Number:	Email:	
Security deposit: \$	Cleaning deposit: \$	Pet deposit: \$
<b>Housing Service Fees required by Rental Agreement:</b> Water: \$		
Electricity: \$	Gas: \$	Sewer: \$ Garbage removal: \$
Parking: \$	Pet: \$	Storage: \$ Other fees charged: \$
<b>Housing Services provided</b> by landlord that are included in the rent include:		
# Parking spaces covered: <input type="text"/>	# Uncovered spaces: <input type="text"/>	Extra storage space <input type="checkbox"/>
Laundry access <input type="checkbox"/>	Washer/dryer in unit <input type="checkbox"/>	Kitchen appliances <input type="checkbox"/>
Water <input type="checkbox"/>	Garbage removal <input type="checkbox"/>	Pets allowed <input type="checkbox"/>
Gas <input type="checkbox"/>	Electricity <input type="checkbox"/>	Cable/satellite TV <input type="checkbox"/>
<b>The amount of reduced, discounted, "free" rent offered: \$</b>		None: <input type="checkbox"/>
Average rent over the first 12 months if discounts or concessions are provided: \$		

**VACANCY REGISTRATION STATEMENT**

**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"/> Non Payment of Rent <input type="checkbox"/> Due to Substantial Repairs <input type="checkbox"/> Permanent Removal From the Housing Market Through Demolition <input type="checkbox"/> Permanent Removal From the Housing Market Through Ellis Act <input type="checkbox"/> Owner / Relative Move-In <input type="checkbox"/> Government Order <input type="checkbox"/> Other Reasons for Termination of Tenancy:	

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

Yes                       No

If yes, was a rebate provided to the former tenant for any overcharges paid above the Maximum Allowable Rent for this tenant’s unit from August 2010 or after?

Yes                       No

**Lease or rental agreement signed by the owner or owner’s representative and the new tenant, or the Section 8 contract is attached.**

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

\_\_\_\_\_

Print Name	Signature	Date
------------	-----------	------

Title: