



FOR OFFICE USE ONLY:
Date Received:

City of East Palo Alto
Office of the City Manager
Rent Stabilization Program
2415 University Avenue 2nd floor
East Palo Alto, CA. 94303
Tel: 650-853-3157 Fax: 650-853-3115

CHANGE IN OWNERSHIP OR CHANGE IN MAILING ADDRESS

Use this form to register a change of ownership or a change in Owner or Manager contact information. Submit this form to the Rent Stabilization Program office within 30 days of the change in the information or a change in ownership.

If the property or the individual unit(s) you are now registering has never been registered, submit an Initial Registration Statement to the Rent Stabilization Program.

Property Address _____

Unit # (if applicable) _____

Part I. CHANGE OF OWNERSHIP

Complete this section if you are a new owner.

If the owner of the property is a corporation, partnership or limited liability company, provide the street address of the entity's principal place of business and the name and address of its chief executive officer, managing partner or supervising manager. An actual street address must be provided.

<i>Applicant/Owner:</i>		<i>Representative/Agent (if applicable):</i>	
Name:		Name:	
Address:		Address:	
, State, Zip:		City, State, Zip:	
Telephone: ()		Telephone: ()	
Fax: ()		Fax: ()	
Email:		Email:	
For corporate owners, provide name and address of CEO, Managing Partner or Supervising Manager:			
Name:			
Address:			
On-Site Manager (incl. apt. #):			
<i>(Note: California State Law requires an onsite manager for apartment buildings with 16+ units)</i>			

Date of purchase or title transfer: _____

Send all future correspondence and invoices to: Owner Representative/Agent named above

Part II. CHANGE IN MAILING ADDRESS

Complete this section if you wish to change the address to which invoices and other correspondence are sent. If there are multiple owners or a property manager, you must choose only one name and address to receive all correspondence from the Rent Stabilization Program.

Owner Manager

Please type or print legibly

Name:	
Address:	
City:	
Telephone ()	Email