



City of East Palo Alto
Rent Stabilization Program
 2415 University Avenue, 2nd Floor
 East Palo Alto, CA 94303
 Tel: (650) 853-3114 / Fax: (650) 853-3115
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 and a signed copy of the Notice of Existence of the Ordinance

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:

Beginning Date of This Tenancy:	Initial Rent: \$	Section 8 Contract <input type="checkbox"/>
Provide the names of each tenant on the lease or rental agreement:		
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: \$
Housing Service Fees required by Rental Agreement: Water: \$		
Electricity: \$	Gas: \$	Sewer: \$
Garbage removal: \$	Parking: \$	
Pet: \$	Storage: \$	Other fees charged: \$
Housing Services provided 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"/>
The amount of reduced, discounted, "free" rent offered: \$		None: <input type="checkbox"/>
Average rent over the first 12 months if discounts or concessions are provided: \$		

