

City of East Palo Alto
Rent Stabilization Program
2415 University Avenue, 2nd Floor
East Palo Alto, CA 94303
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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 A	Address:					
Unit #:	# Units on property:		# Bedrooms:	# Bathrooms:		
	(If new Owner	or Agent, subn	nit a Change of Owr	nership Form.)		
Owner			Agent	Agent		
Name:			Name:			
Address:			Address:	Address:		
City, State, Zip:			City, State, Zip:	City, State, Zip:		
Phone:			Phone:			
Email:			Email:	Email:		
New Tenant Information:						
Beginning Date	of This Tenancy:	In	itial Rent: \$	Section 8 Contract		
Provide the names of each tenant on the lease or rental agreement: 1. 2. 3. 4. Tenant names will be kept confidential in accordance with the Information Practices Act of 1977. Tenant Phone Number: Email:						
Security deposit: \$ Cleaning deposit:			osit: \$	Pet deposit: \$		
Housing Service Fees required by Rental Agreement: Water: \$						
Electricity: \$	Gas: \$	Sewer: \$	Garbage remo	val: \$		
Parking: \$	Pet: \$	Storage: \$	Other fees cha	rged: \$		
Housing Services provided by landlord that are included in the rent include: # Parking spaces covered: # Uncovered spaces: Extra storage space Laundry access Washer/dryer in unit Kitchen appliances Water Garbage removal Pets allowed Gas Electricity Cable/satellite TV						
The amount of reduced, discounted, "free" rent offered: \$ None: Average rent over the first 12 months if discounts or concessions are provided: \$						

VACANCY REGISTRATION STATEMENT

Prior Tenancy Information:

Date unit became vacant: Fina	l rent charged to prior tenant: \$				
Reason unit became vacant:					
Voluntary Abandonment by prior tenant Non Payment of Rent Due to Substantial Repairs Permanent Removal From the Housing Market Through Demolition Permanent Removal From the Housing Market Through Ellis Act Owner / Relative Move-In Government Agency Order (such a code enforcement action) Court Order 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:					