



**City of East Palo Alto**  
**Rent Stabilization Program**  
 2415 University Avenue, 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 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:**

|   |   |  |
|---|---|--|
| <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.<br>2.<br>3.<br>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: \$   | Other: _____                                |  |
| Parking: \$   | Pet: \$                                     | Storage: \$  |
| Renter's Insurance: \$  |   |  |
| <b>Housing Services provided</b> by landlord that are included in the rent include:                     |   |  |
| # of Covered Parking Spaces: _____  | # of Uncovered Parking Spaces: _____        |  |
| <input type="checkbox"/> Laundry Access   | <input type="checkbox"/> Electricity        | <input type="checkbox"/> Extra Storage Space       |
| <input type="checkbox"/> Washer/Dryer in Unit   | <input type="checkbox"/> Gas                | <input type="checkbox"/> Kitchen Appliances        |
| <input type="checkbox"/> Water  | <input type="checkbox"/> Cable/Satellite TV | <input type="checkbox"/> Pets Allowed              |
|   |   | <input type="checkbox"/> Garbage Removal           |
|   |   | <input type="checkbox"/> Sewer                     |
|   |   | Other: _____                                       |
| <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: \$                      |   |  |

