

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@citvofepa.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 Tenan	cy:	Initia	al Rent: \$	Section 8 Contract			
Provide the nam 1. 2. 3. 4. Tenant names with				with the Information Pr	actices Act of 1977.			
Tenant Phone Number: Email:								
Security deposit: \$ Cleaning deposi			eposit	t: \$ Pet deposit: \$				
Housing Service Fees required by Rental Agreement: Water: \$								
Electricity: \$	Gas: \$	Sewer: \$		Garbage removal: S	\$ Other:	_		
Parking: \$	Pet: \$	Storage: \$	\$	Renter's Insurance:	\$			
Housing Services provided by landlord that are included in the rent include:								
# of Covered Park Laundry Acces Washer/Dryer Water	s	# of U Electricity Gas Cable/Satell		red Parking Spaces: Extra Storage Spa Kitchen Applianc Pets Allowed				
The amount of reduced, discounted, "free" rent offered: \$ None: \Boxeq\$ Average rent over the first 12 months if discounts or concessions are provided: \$								

VACANCY REGISTRATION STATEMENT

Prior Tenancy Information:

Name of prior tenant:	Date vacated:	Final rent charged: \$					
Reason unit became vacant:							
☐ Voluntary ☐ Non-payment ☐ Abandonment ☐ Death of Tenant ☐ Eviction ☐ Court Order ☐	☐ Due to Substantial Repairs ☐ Owner/Relative Move-in ☐ Government Agency Order ☐ Permanent Removal from Housing Market - Demolition ☐ Permanent Removal from Housing Market — Ellis Act ☐ Other:						
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:							