



**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 within 30 days from the start of tenancy

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"/>												
<b>Provide the names of each tenant on the lease or rental agreement:</b> 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: \$												
<b>Housing Service Fees required by Rental Agreement:</b> Water: \$														
Electricity: \$	Gas: \$	Sewer: \$												
Parking: \$	Pet: \$	Storage: \$												
Renter's Insurance: \$														
<b>Housing Services provided by landlord that are included in the rent include:</b> # of Covered Parking Spaces: _____ # of Uncovered Parking Spaces: _____ <table border="0"><tr><td><input type="checkbox"/> Laundry Access</td><td><input type="checkbox"/> Electricity</td><td><input type="checkbox"/> Extra Storage Space</td><td><input type="checkbox"/> Garbage Removal</td></tr><tr><td><input type="checkbox"/> Washer/Dryer in Unit</td><td><input type="checkbox"/> Gas</td><td><input type="checkbox"/> Kitchen Appliances</td><td><input type="checkbox"/> Sewer</td></tr><tr><td><input type="checkbox"/> Water</td><td><input type="checkbox"/> Cable/Satellite TV</td><td><input type="checkbox"/> Pets Allowed</td><td>Other: _____</td></tr></table>			<input type="checkbox"/> Laundry Access	<input type="checkbox"/> Electricity	<input type="checkbox"/> Extra Storage Space	<input type="checkbox"/> Garbage Removal	<input type="checkbox"/> Washer/Dryer in Unit	<input type="checkbox"/> Gas	<input type="checkbox"/> Kitchen Appliances	<input type="checkbox"/> Sewer	<input type="checkbox"/> Water	<input type="checkbox"/> Cable/Satellite TV	<input type="checkbox"/> Pets Allowed	Other: _____
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<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: \$														

## VACANCY REGISTRATION STATEMENT

### Prior Tenancy Information:

Name of prior tenant:	Date vacated:	Final rent charged: \$																
Reason unit became vacant:																		
<table><tr><td><input type="checkbox"/> Voluntary</td><td><input type="checkbox"/> Due to Substantial Repairs</td></tr><tr><td><input type="checkbox"/> Non-payment</td><td><input type="checkbox"/> Owner/Relative Move-in</td></tr><tr><td><input type="checkbox"/> Abandonment</td><td><input type="checkbox"/> Government Agency Order</td></tr><tr><td><input type="checkbox"/> Death of Tenant</td><td><input type="checkbox"/> Permanent Removal from Housing Market - Demolition</td></tr><tr><td><input type="checkbox"/> Eviction</td><td><input type="checkbox"/> Permanent Removal from Housing Market – Ellis Act</td></tr><tr><td><input type="checkbox"/> Court Order</td><td><input type="checkbox"/> Other: _____</td></tr><tr><td colspan="2"> </td></tr><tr><td colspan="2"> </td></tr></table>			<input type="checkbox"/> Voluntary	<input type="checkbox"/> Due to Substantial Repairs	<input type="checkbox"/> Non-payment	<input type="checkbox"/> Owner/Relative Move-in	<input type="checkbox"/> Abandonment	<input type="checkbox"/> Government Agency Order	<input type="checkbox"/> Death of Tenant	<input type="checkbox"/> Permanent Removal from Housing Market - Demolition	<input type="checkbox"/> Eviction	<input type="checkbox"/> Permanent Removal from Housing Market – Ellis Act	<input type="checkbox"/> Court Order	<input type="checkbox"/> Other: _____				
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<input type="checkbox"/> Eviction	<input type="checkbox"/> Permanent Removal from Housing Market – Ellis Act																	
<input type="checkbox"/> Court Order	<input type="checkbox"/> 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: