



**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.)**

|                   |                   |
|-------------------|-------------------|
| <b>Owner</b>      | <b>Agent</b>      |
| 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: \$                                    | 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"/> 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: _____                             |              |
| <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: \$                      |   |  |  |              |

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Change in Tenancy / Vacancy Registration Statement

# VACANCY REGISTRATION STATEMENT

## **Prior Tenancy Information:**

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

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Print Name

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**Signature**

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Date

Title: