Oakland Municipal Code Chapter 8.54

Checklist of Information Required at Registration:

- **Subject Address including parcel number**
  - Parcel numbers are in this this format: # # # X - # # # # - # # # - # #
    - #s = numbers only; in most cases leading 0s are omitted
    - X = letter only in limited cases
    - Alameda County APN search*:* http://www.acgov.org/MS/prop/index.aspx
    - If the registry APN lookup tool provides the wrong parcel number or "APN not found", please email foreclosednodregistration@oaklandnet.com.
- **Property Management Company**
  - Name and Contact information
  - 24 hour-emergency contact phone number
  - Certification type
  - Oakland Business License
  - *See the following website to obtain an Oakland business license:*

http://oaklandbusinesscenter.com/index.php?option=com_content&task=view&id=63&Itemid=59

- **Bank/Lender Name and Contact Information**
- **Alameda County Recorder's Office Document**
  - Type (Notice of Default or Real Estate Owned)
  - Number (Y Y Y Y - # # # # # #) Note : *YYYY = Year recorded*

  The document number can be researched through the Alameda County website: http://www.acgov.org/auditor/clerk/propertysearch.htm
- **Servicer Information**, if applicable. For Bank-owned properties with no servicer, please provide contact information for any secondary agent or responsible party in this section.
- **Results of initial inspection** (to be conducted within 30 days of recorded NOD or REO)
  - Is property vacant or lawfully occupied?
  - If lawfully occupied, are they a tenant (i.e. renter) or owner (i.e. NOD)?
  - Property status: certification of inspection findings such as (see PDF "Inspection, Maintenance and Security Requirements"):
    - Exterior blight conditions exist
    - Habitability standards not met
    - Openings not secured
    - Unapproved activities
    - Utility service not available
  - Property Management Plan
    - Who will be conducting regular inspections?
    - When will those inspections occur (e.g.: for monthly inspections—"every first Tuesday" OR for weekly inspections "weekly on Fridays")?
    - Update all aspects of Property Status (see "Inspection Findings" on last page)
    - Who will be maintaining property?
    - What will be the frequency of that maintenance?
- **Payment of annual registration fee $568** (except for Occupied NOD properties)