Oakland Municipal Code Chapter 8.54

Checklist of Information Required at Registration:

- Subject Address including parcel number
 - o 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
- o 24 hour-emergency contact phone number
- o 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 and Owner's Name and Contact Information
- Alameda County Recorder's Office Document
 - o Type (Notice of Default or Real Estate Owned)
 - o Number (<u>Y Y Y Y # # # # # #</u>) Note : *YYYY = Year recorded*

The document number can be researched through the Alameda County website by entering the recorded document number for the Deed of Trust that is in default: http://www.acgov.org/auditor/clerk/propertysearch.htm

- **Servicer Information**, if applicable. For Bank-owned properties with no servicer, please reenter the lender/trustee information.
- **Results of initial inspection** (to be conducted within 30 days of recorded NOD or REO)
 - o Is property vacant or lawfully occupied? Is occupant a tenant (i.e. renter) or owner?
 - 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
 - o 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 and what is the frequency of that maintenance?
- Payment of annual registration fee of \$845¹ (except for Occupied NOD properties).

Revised 11/13/2012

¹ The registration fee increased from \$568 to \$845 effective 7/1/2015. This was following City Council resolution 13320 CMS, which amended the City's master fee schedule.