



## INSTRUCTIONS FOR COMPLETING THE NEW RENT PROGRAM SERVICE FEE APPLICATION:

**Please complete a SEPARATE FORM for each property you are registering.**

1. Enter the name(s) of the property owner(s) according to the Alameda County Tax Records.
2. Indicate the first day you began renting or leasing to paying tenants (not necessarily the date you purchased this property).
3. DWELLING TYPE: Check the appropriate box, describing the number of units on the property.
4. Enter the Rental Property address exactly as shown on your Alameda County property tax bill.
5. Enter the TOTAL number of *residential* units as shown on the Alameda County tax records. Include all owner- and/or family-occupied units and any residential unit(s) that are off the housing market.
6. EXEMPT UNITS: If your property qualifies for any of the six (6) listed Exemptions, please indicate the number of qualifying unit(s) on the appropriate Lines A, B, C, D, E and/or F (put the *total* number of exempt unit(s) on Line 6 AND on Line 13). Please refer to the Exemption table below to determine the Exemption(s) that you *may* qualify for.
7. Enter your mailing name and 'Attention' with a street address or PO Box to whom and where renewal forms and correspondence is to be sent.
8. Enter your daytime phone number.
9. Enter your contact or cell phone number.
10. If you have a website for your property, please provide it on this line (*optional*).
11. Please provide your email address(es) on this line (*optional*).

### EXEMPTIONS (Oakland Municipal Code Section 8.22.030A)

***(You may be required to submit written proof of your Exemption)***

- A. Owner-occupied unit(s).
- B. A dwelling unit that is off the rental housing market for the entire fiscal year (attach explanation of the reason why the unit(s) is/are not on the rental market).
- C. An accommodation in a motel, hotel, inn, tourist house, rooming house or boarding house, that is not occupied by the same tenant for thirty (3) or more consecutive days.
- D. Most healthcare facilities.
- E. A unit which is newly construction and has received a certificate of Occupancy on or after January 1, 1983. To qualify for this Exemption, the dwelling unit(s) must be entirely newly constructed OR was created from space that was formerly entirely non-residential. Please attach a copy of the Certificate of Occupancy and Certificate of Exemption or other proof to substantiate your claim for this Exemption.
- F. Every unit in multi-unit properties that are divided into three (3) or less units are exempt from the Fee *only* if the owner of record has occupied one of the units as his/her principal residence for at least two (2) years.

12. Enter the TOTAL number of units from Line 5.
13. Enter the TOTAL number of exempt units from Line 6 (definition of Exemptions are in the table above).
14. TOTAL UNITS SUBJECT TO FEE: Subtract the amount on Line 13 from the amount on Line 12.
15. Calculate the total due: **[Amount on Line 14 x \$68.00] = the RAP Fee you owe.** Enter this amount on Line 15.
16. PENALTY is assessed on the RAP Fee if it's paid 31 or more days after the rental start date. Penalty is calculated at: **10%** (if payment is 1-30 days late), **25%** (if payment is 31-60 days late) or **50%** (if payment is 61 or more days late).
17. INTEREST is calculated at: [Total of RAP Fee + Penalty] x 1% per month (*from rental start date to date of payment*).
18. PAYMENT ENCLOSED—Add Lines 15, 16 and 17 and put the total on Line 18. Please remit this payment.

**CREDIT CARD PAYMENTS**—We no longer accept credit cards on the application. If you wish to pay by Visa, Mastercard, Discover or ATM/debit card, you must do so in person in our office.

**REMINDER!!** The Rent Program Services Fee is an *annual* fee and must be renewed every year on or before March 1. It is your responsibility to notify our office if you do not receive the annual renewal declaration and/or to update your account.

Hours of Operation:  
Monday, Tuesday, Thursday & Friday:  
8:00 a.m. – 4:00 p.m.  
Wednesday:  
9:30 a.m.—4:00 p.m.

*Be sure to sign and date this form. Remit your payment along with this application to:*

**CITY OF OAKLAND, RENT ADJUSTMENT PROGRAM**  
250 Frank H. Ogawa Plaza, Suite 1320  
Oakland, CA 94612-2011

Revised: 09.11.2017