

**HOUSING INVENTORY FORM – UNIT OCCUPIED BY NON-OWNER****Note:**

**You must complete a separate form for each residential unit at the property. Reporting your unit(s) into the Housing Inventory does not automatically exempt them from the Rent Board fee.**

Rent Board Date Stamp

**↓ Unit Address ↓**

1. Assessor's Parcel Number (APN): \_\_\_\_\_
2. Street Address: \_\_\_\_\_ Unit: \_\_\_\_\_

**↓ Unit Information ↓**

3. # of Bedrooms: \_\_\_\_\_
4. # of Bathrooms: \_\_\_\_\_
5. Approx. Square Footage (to the best of your knowledge): \_\_\_\_\_

**↓ Rental Information ↓**

6. What is the approximate monthly base rent<sup>1</sup> for the unit, *rounded up to the nearest \$250.00 increment?* (For example, \$1,000.00, \$1,250.00, \$1,500.00, etc.) \$ \_\_\_\_\_
7. Does the base rent include payment of any utilities by the landlord? (check all that apply)
- ☐ water/sewer
- ☐ refuse/recycling
- ☐ natural gas
- ☐ electricity
- ☐ internet
- ☐ other (describe here): \_\_\_\_\_

<sup>1</sup> Base rent includes rent paid for housing services such as parking or storage, but does not include capital improvement passthroughs, bond passthroughs, or other temporary charges.

**ADDITIONAL INFORMATION REQUIRED ON PAGE TWO OF THIS FORM**

**HOUSING INVENTORY FORM – UNIT OCCUPIED BY NON-OWNER (page two)**

Assessor's Parcel Number (APN): \_\_\_\_\_

Street Address: \_\_\_\_\_ Unit: \_\_\_\_\_

**↓ Unit Vacancy and/or Occupancy Information ↓**

8. Date Current Occupancy Began: \_\_\_\_\_

(if this date is more than 12 months ago, skip #9)

9. Dates of any other Occupancies or Vacancies in the past 12 months:

(attach additional pages if necessary)

☐ Occupancy or ☐ Vacancy: Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

☐ Occupancy or ☐ Vacancy: Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

**↓ Contact Information ↓**

Business Contact for Owner  
(the person to be contacted regarding the unit)

10. Full Name: \_\_\_\_\_ ☐ Owner ☐ Owner's Agent ☐ Property Manager

11. Phone: \_\_\_\_\_ 12. Email: \_\_\_\_\_

13. Mailing Address: \_\_\_\_\_

14. Business Registration # for Unit (if any): \_\_\_\_\_

I have used all reasonable diligence in preparing this statement. I have reviewed the statement and to the best of my knowledge the information contained herein is true and complete. To the extent I was unable, despite the use of reasonable diligence, to ascertain the exact information to be reported, I have provided the most accurate approximation that I can based on information and belief where possible or, where such approximation is not feasible, I have stated that the information is unknown. I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Signature of ☐ Property Owner ☐ Owner's Agent ☐ Property Manager

\_\_\_\_\_ Date