



HOUSING INVENTORY FORM – VACANT UNIT

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): _____

↓ Unit Vacancy and/or Occupancy Information ↓

6. Date Current Vacancy Began: _____ (if this date is more than 12 months ago, skip #7)
7. 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)

8. Full Name: _____ ☐ Owner ☐ Owner's Agent ☐ Property Manager
9. Phone: _____ 10. Email: _____
11. Mailing Address: _____
12. 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