



ACCESSORY DWELLING UNIT (ADU) REGISTRATION

This form is for the registration of the unit itself, not the tenancy of the unit.

Parcel Identification Number: _____

Property address: _____

LANDLORD INFORMATION

Name: _____ Phone: (_____) _____

Mailing address: _____

Email address: _____ Date of ownership: _____

AGENT / AUTHORIZED REPRESENTATIVE (OPTIONAL)

Name: _____ Phone: (_____) _____

Mailing address: _____

Email address: _____ Company: _____

DECLARATION

I (we) declare under penalty of perjury under the laws of the State of California that the foregoing and all attached pages, including documentation, are true, correct, and complete.

Signature: _____ Date: _____

Print name: _____

OFFICE USE ONLY

Received

Approved: _____

Date: _____

Notes: _____

Rent-controlled Non-rent controlled

Other: _____

ACCESSORY DWELLING UNIT (ADU) REGISTRATION

Unit ID*				<i>Example: 109-B</i>
Base rent (initial tenancy's rent rate)				\$2,000
Move-in date (of initial tenant)				7/1/2024
Security deposit amount **				\$2,825
Owner-occupied				No
Employee-occupied				No
Govt-subsidized tenant (e.g. Section 8)				1
Number of bedrooms				1
Number of parking spaces				1
HOUSING SERVICES (enter 'X' or number where applicable):				
Number of AC units				1
Alarm service				
Blinds				X
Cable service				X
Carpeting				
Ceiling fan				X
Central air				
Ceramic tile				
Covered parking				
Dishwasher				X
Drapes				
Dryer in-unit				X
Electricity (landlord-paid)				X
Garbage disposal				X
Gas (landlord-paid)				X
Hardwood floors				
Laminate				X
Linoleum				
Microwave				
Mini blinds				
Refrigerator				X
Screen door to unit				
Security entrance to building				
Security garage				
Semi-furnished				
Shades				
Storage area				X
Stove / oven				X
Vinyl				
Washer in-unit				X
Other				

* **Unit ID:** Enter the numbers or letters identifying each unit you are registering.

** **Security deposit amount:** Include all deposits held (e.g., last month's rent, security, cleaning, pet, key, etc.)