City of Larkspur Rental Registry

Owner/Property Manager User Guide

Version 1.0

December 2024

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If you have any questions, contact the City of Larkspur Rental Registry Note: images may differ slightly from the application.

I received a letter from the Larkspur Rental Registry

You received a letter from Larkspur rental registry because our records show that you own at least one dwelling unit that is subject to the new registration requirement when rented.

The purpose of this user guide is to help you successfully complete registration of your property with the Rent Program.

In the first year of Registration, you will be required to ensure that the information related to your property is accurate, add units to help establish the inventory, enter occupancy information for each unit, and submit the property details to the City of Larkspur Rental Registry Once the property is registered, all changes to contact information, unit occupancies, monthly rents, etc. should be reported to Larkspur so the property information is always updated.

In the future registration cycles, the unit inventory would already be established, so you will only be required to submit changes (i.e., occupancy changes, changes in rent, etc.), if any, and then confirm the property details by submitting the property for registration.

The sections and steps listed below are aimed to guide you through this process, depending on the scenario that best relates to you and your situation. Refer to the Table of Contents to follow along with the guide and review the sections that relate to you.

I am NOT the current property owner/I have sold my property. What should I do?

If you received a letter from the Larkspur rental registry requesting you to register your rental property and you are no longer the owner, please contact the Larkspur rental registry to inform them. You may be asked for additional details/information so the records can be updated.

If you have registered your property or begun the registration process and have since sold the property, please contact the Larkspur rental registry to inform them. You may be asked for additional details/information so the records can be updated.

# I am the current property owner. What should I do?

If you received a letter from the city of Larkspur rental registry requesting you to register your rental property and you are the current owner, then you are responsible for registering the property.

Create a Login to the Website
To register your property, you will need to create a login for the rental registry website.

If you have any questions, contact the City of Larkspur Rental Registry Note: images may differ slightly from the application.

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The steps to complete this process are listed below.

1. Open your web browser and go to https://www.rentalregistry.Larkspur.gov/
2. Click on the 'Login' link on the top right corner of the page.
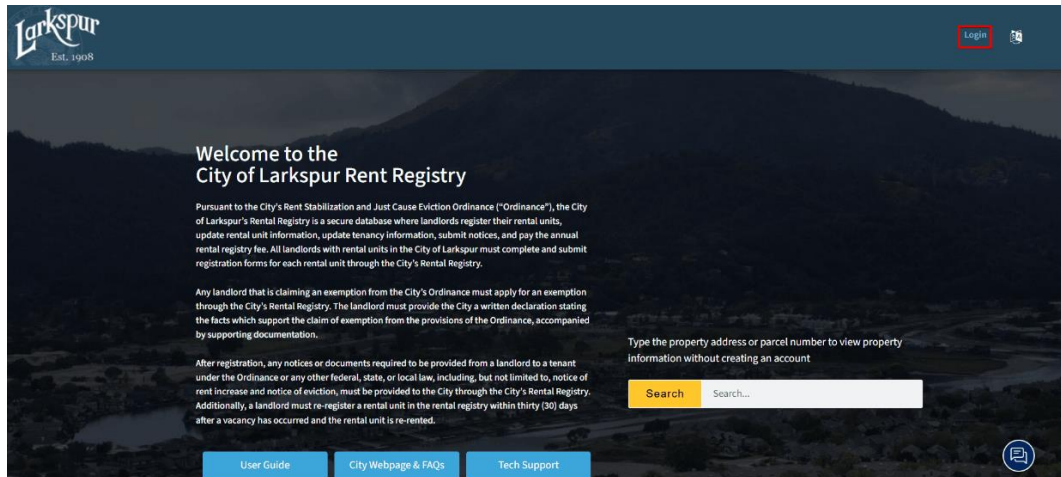
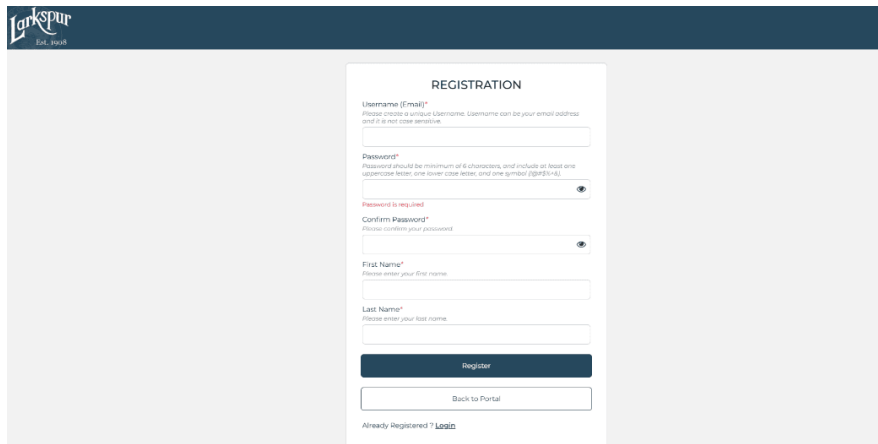3. Click on the Register button to create a login to the rental registry website.
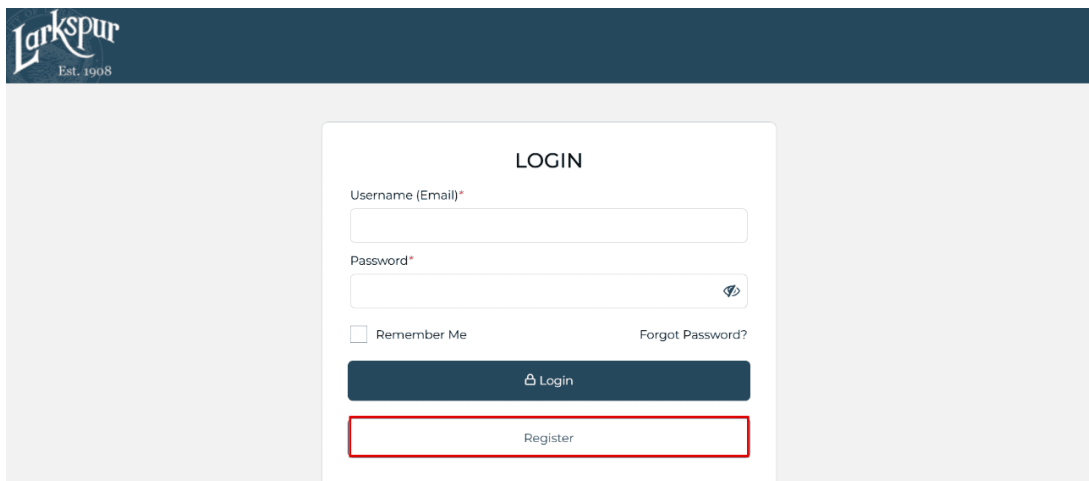
4. Enter the following information to create your account:

Username (Email Address) – ensure you have access to this email address inbox as you will need to verify the email to complete account creation.

Password - Password should be minimum of 6 characters, and include at least one uppercase letter, one lower case letter, and one symbol (!@#$%^&)

First Name
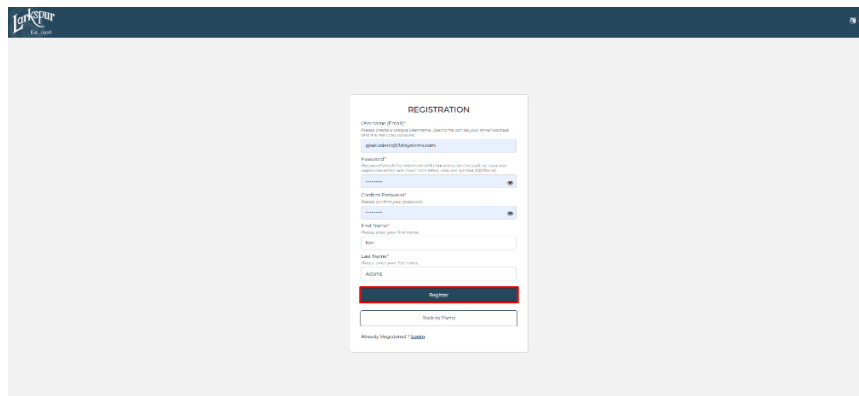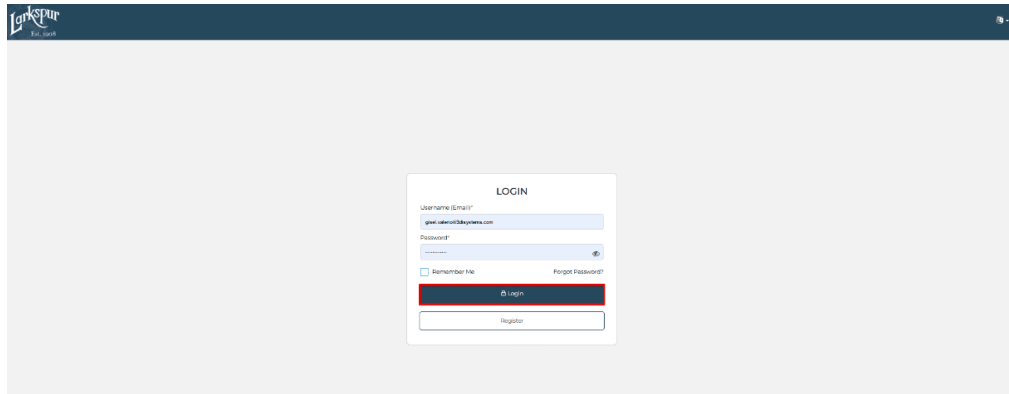
Last Name

5. Click on the Register button to submit your account information.

6. The system will send an account verification email to the Username/Email Address you provided with an Activation Link. The email should arrive within a few minutes and the activation link expires in 15 minutes. If you do not see it in your inbox, please check your spam folder. Click on the activation link in the email to confirm your account and complete the account creation process.
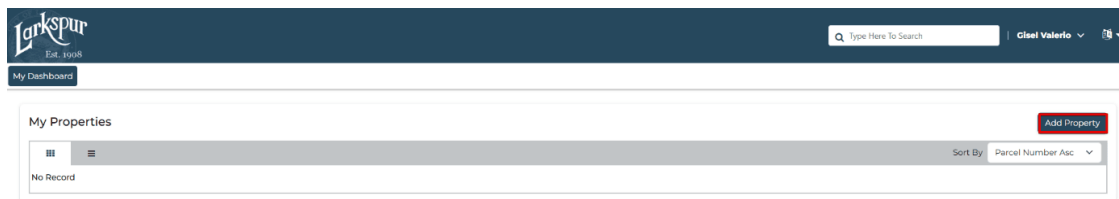
I have created a login to the rent portal. How do I see/access my property?

Now that you have created an account and activated it, you can login to the Rent Portal website. Once you login, you will be redirected to your dashboard. Your dashboard will be empty until you add your property to your profile. Follow the steps below to add your property. You will need to repeat for every property you own.
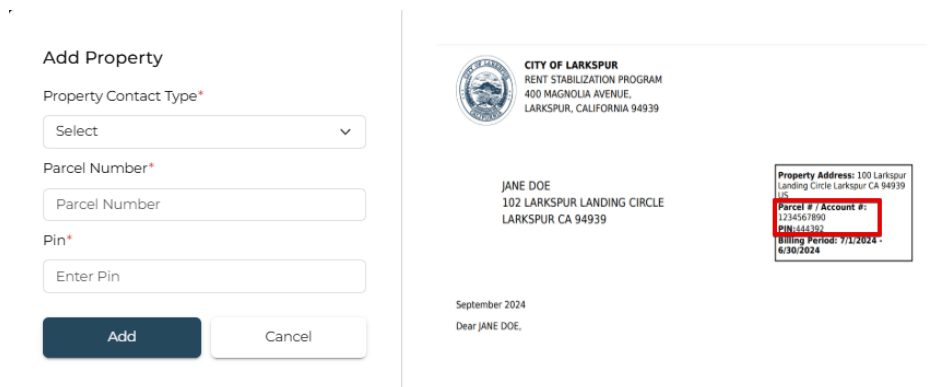
1. Click on the 'Register Sign In' link on the top right corner of the page, enter your username and password, then click on the Login button.

2. Retrieve the Registration Letter and click on the 'Add Property' button on the top right corner of your dashboard.

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3. In the Add Property pop up, you will need to enter the following:

Asset Contact Type – indicate if you are the Owner or the Manager of the property.

Parcel Number – you can find this in the Registration Letter

Pin - you can find this in the Registration Letter

If you have any questions, contact the City of Larkspur Rental Registry Note: images may differ slightly from the application.

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4. Enter the necessary information and click on the 'Add' button.

CITY OF LARKSPUR
RENT STABILIZATION PROGRAM
400 MAGNOLIA AVENUE,
LARKSPUR, CALIFORNIA 94939
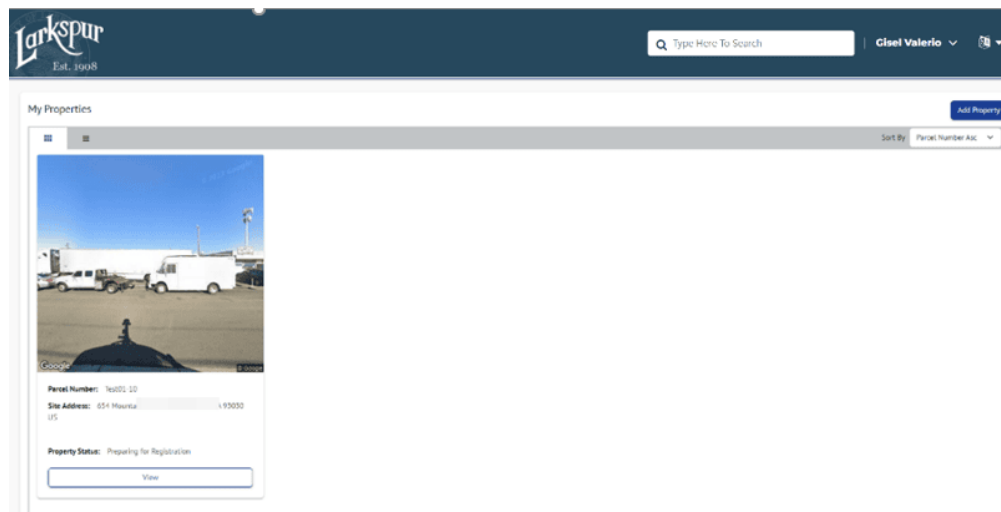
LARKSPUR LANDLORD
120 BROADWAY
MANHATTAN NEW YORK NY 10271

Property Address: 122 Larkspur Landing Circle Larkspur CA 94939 US
Parcel # / Account #: LarkAPN03
PIN: 454259
Billing Period: 7/1/2024 - 6/30/2024

September 2024

Dear LARKSPUR LANDLORD,

Effective May 8, 2023, the City adopted Ordinance No. 1067, known as the Rent Stabilization Ordinance ("Ordinance"). Under the Ordinance, the City shall create a rental registry and all landlords with rental units in the City shall complete and submit registration forms for each rental unit. Additionally, the City has adopted Ordinance No. 1068, the Just Cause Eviction and Tenant Protection Ordinance, which sets forth specific reasons a tenant may be evicted from a rental unit and provides protections to ensure tenants are

5. Your property will appear on your dashboard as shown below. Repeat these steps for each property that you are required to register.

I have added my property to my profile. How do I register?

If you have any questions, contact the City of Larkspur Rental Registry Note: images may differ slightly from the application.

Now that you have added your property to your profile, you need to complete the Registration process. Click on the View button to begin the registration process.
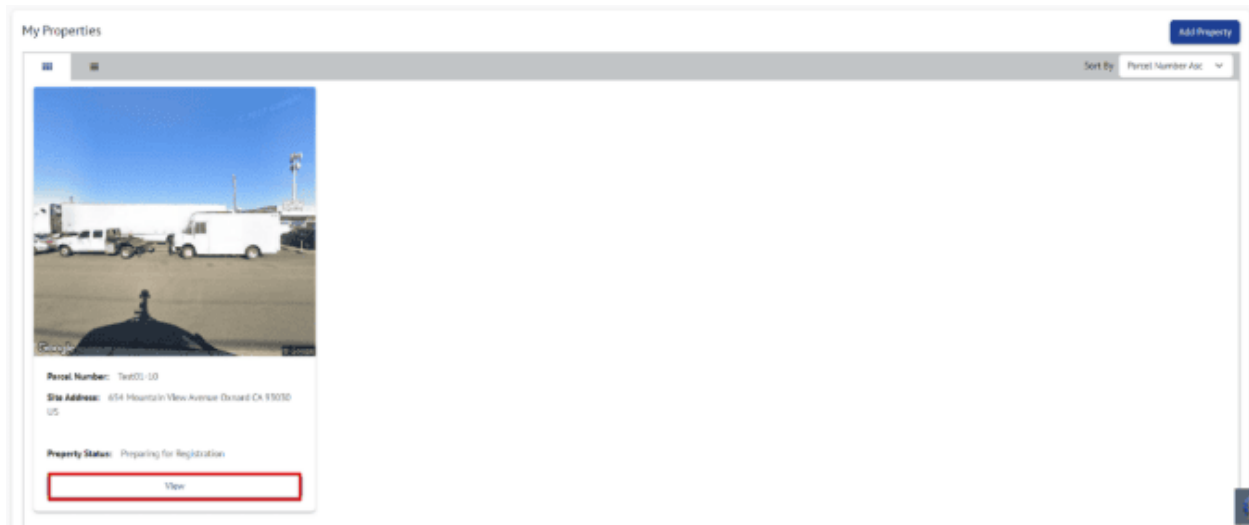
The property details page will open. The page is broken down into different sections, where each section displays different information as part of the registration process.
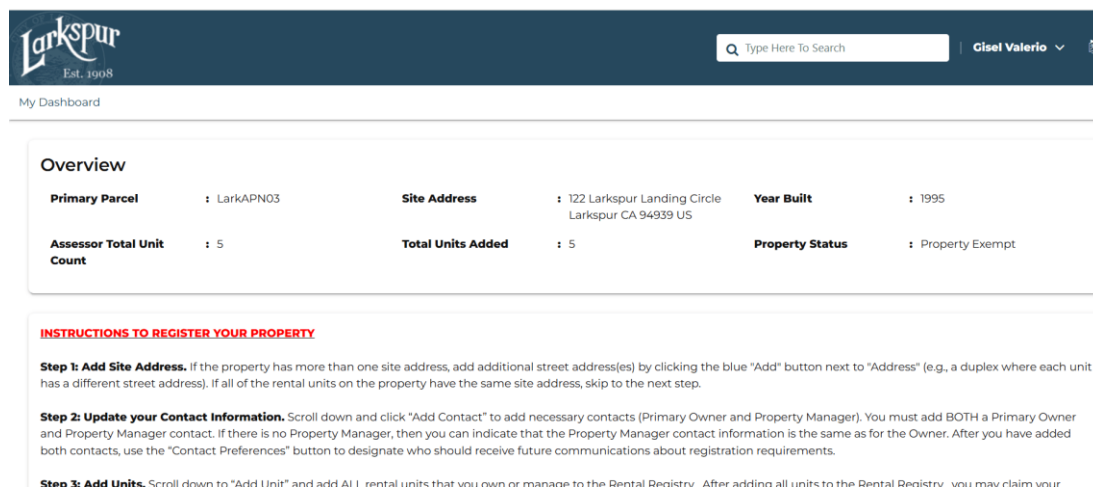
Step 1: Update Contact Information

The first step to property registration is to add/update the property contacts. It is required that each property contains at least 1 Owner contact and at least 1 Property Manager.

1. Scroll down to the Contacts area. You will be able to manage the property contacts from this section. If you see the red text "Primary Owner and Property Manager Contact Information is Incomplete" as shown in the image below, you will need to add the missing contact type.

Click on "Add Contacts" button to add necessary contacts (Primary Owner and Property Manager). **You must add BOTH a Primary Owner and Property Manager contact in order to submit your property for registration.** If there is no property manager, then you can indicate that the Property Manager contact information is the same as for the owner. Use Action buttons next to each contact name to edit address and other contact information. After you have added **both** an Owner and Property Manager contact, use "Contact Preferences" button to designate who should receive future Rental Registry communications.

*Primary Owner Property Manager Contact Information is Incomplete

Contacts   + Add Contact   + Contact Preferences

Columns ▶   ⟳ Search... 🔍

Associated to asset as	Contact Type	Name	Address ↑	Phone Number	Email	Contact Preference	Action
Owner	Individual	Stella Mkpl C	800 Capitol Street Houston TX 77002 US	(132) 909-4743	stella@3diemail.com	Billing Contact,Primary Owner Contact	⋮

2. Click on the Add Contact button to add the missing contact type.

Contacts   + Add Contact   + Contact Preferences

Columns ▶   ⟳ Search... 🔍

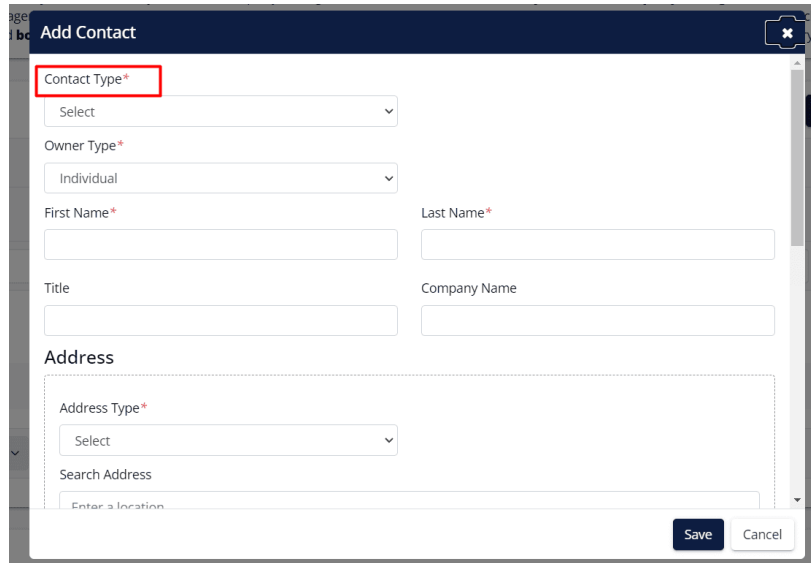| Associated to asset as	Contact Type	Name	Address ↑	Phone Number	Email	Contact Preference	Action
Owner	Individual	Stella Mkpl C	800 Capitol Street Houston TX 77002 US	(132) 909-4743	stella@3diemail.com	Billing Contact,Primary Owner Contact	⋮
Property Manager	Individual	Vedali New	Forest Ave Oxnard CA 91027 US	(291) 024-3478	vedali.newcitizen@3diemail.com		⋮
Authorized Representative	Individual	Oxnard Staff			oxnard.staff@3diemail.com		⋮

|◄ ◄ **1** ► ►| 5 ⌄ items per page   1-3 of 3 items ⟳

3. The Add Contact pop up will appear. Select the **Contact Type** from the dropdown list. If your property already has an "Owner" contact added, then you will need to add a "Property Manager".

If you have any questions, contact the City of Larkspur Rental Registry Note: images may differ slightly from the application.

4. Add the required information in the pop up and then Save the contact. You are required to provide the First Name, Last Name, Mailing Address, Email Address, and Phone Number.

5. The contacts table will be updated. If the "Owner" contact is missing any information in the grid (Mailing Address, Email, or Phone), click on the 3-dot Action menu as shown below to edit the contact details.

6. Select the "Edit" action.

7. The 'Edit Contact' pop up will appear. Many of the required fields may be missing (i.e., Ownership share %, Phone, Email, etc.). Enter the required information and then Save the contact.

If you have any questions, contact the City of Larkspur Rental Registry Note: images may differ slightly from the application.

8. The contacts table will be updated. Next, click on the "Contact Preferences" button to set the preferences for the contacts. You may already see preset values for this on your property. You can edit/modify this at any time.

9. The 'Contact Preferences' pop up will appear. Select the "Billing Contact". This contact will be the recipient of the communications from Santa Ana. Next, select the Primary Owner Contact. This can also be the same as the Billing Contact. Save your preferences using the "Save" button.

If you have any questions, contact the City of Larkspur Rental Registry Note: images may differ slightly from the application.

Contact Preferences ✖

Billing Contact

John Smith (Owner) ▾

Primary Owner Contact

John Smith (Owner) ▾

The selected Billing Contact will be the recipient of all notices, invoices, and mailed communications regarding the annual registration requirements. The Primary Owner Contact may be contacted for the purpose of communications about the provisions of the Rent Stabilization and Just Cause Eviction Ordinance and general updates from the Rent Stabilization Program.

Save   Cancel

10. The Contacts table will be updated. If there are additional Property Manager(s) or Property Owner(s) associated with the property, you can add them using the "Add Contact" button.

Contacts   ➕ Add Contact   ➕ Contact Preferences

Columns ▸   🔍 Search...

Associated to asset as	Contact Type	Name	Address ↑	Phone Number	Email	Contact Preference	Action
Owner	Individual	Larkspur Landlord	120 Broadway Manhattan New York NY 10271 US	(333) 333-3333	larkspurlandlorduat @3diemail.com	Billing Contact	⋮
Property Manager	Individual	LarkspurM Landlord	120 Broadway Manhattan New York NY 10271 US	(333) 333-3333	larkspurlandlorduat @3diemail.com	Primary Owner Contact	⋮

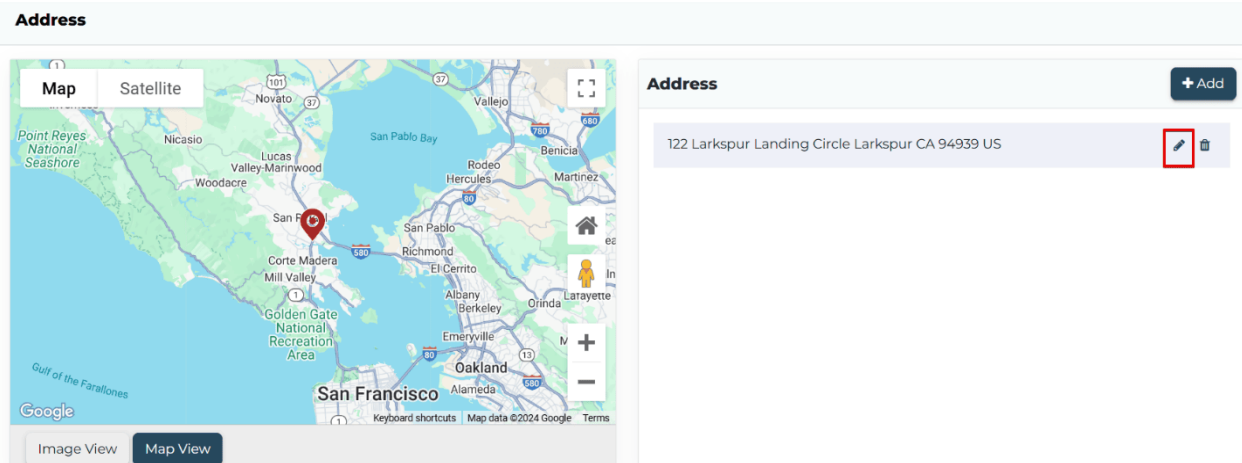|◂ ◂ 1 ▸ ▸| 5 ▾ items per page   1-2 of 2 items ↻

Step 2: Property Site Address(es)

Your property will have only the primary site address (primary address for mailing) added to it. Some properties are large and may contain more than one site address. Please review the Address(es) associated with your property and follow the steps listed below if changes are required.

*Note: the site address(es) will also be used as the unit's mailing address. You will be required to select the mailing address associated with each unit. Please ensure this data is accurate.

If you have any questions, contact the City of Larkspur Rental Registry Note: images may differ slightly from the application.

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1. Scroll to the Address area. You will be able to manage the site addresses from this section. The Address listed on the property is the primary site address. Check to see if this looks correct. If it does not look accurate, click on the Edit icon next to the address to modify it, as shown below.

2. The 'Edit Site Address' pop up will appear. Modify the necessary information and save your changes.

If you have any questions, contact the City of Larkspur Rental Registry Note: images may differ slightly from the application.

3. If a new site address needs to be added, click on the "Add" button.

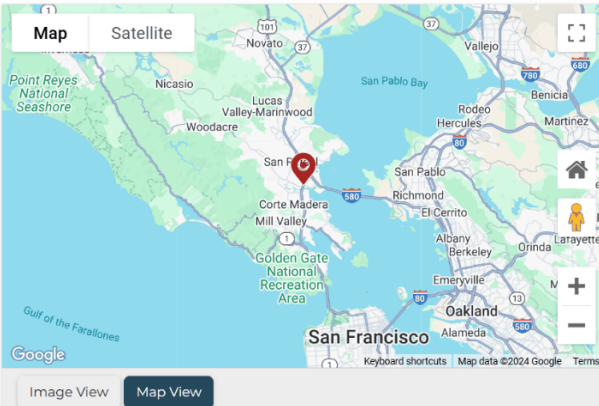

4. The 'Add Site Address' pop up will appear. Enter the required information (Address Line 1, City, Zip) and save your changes.

5. The Addresses section will be updated with the newly added site address. Repeat as needed until all the site addresses associated with your property are added.

If you have any questions, contact the City of Larkspur Rental Registry Note: images may differ slightly from the application.

Step 3: Add Unit(s)

You now need to add units to your property so you can provide details regarding the occupancies of these units. Adding units is an activity that you will only need to complete in the first year of registration. Once the inventory of units is established on your property, you will only need to provide updates to the occupancies and rents of those units moving forward. Follow the steps listed below to add unit(s) to your property.

***Note:** not every unit field will be explained in this guide. If you have specific questions, contact the Santa Ana Rent Program.

1. Scroll down to the Unit Inventory area. Click on the "Add Unit" button to begin adding a unit to your property.

2. Select the Unit's Site Address from the dropdown as shown below. This dropdown will contain all the added property site addresses. If you realize an address is missing, you can close this

If you have any questions, contact the City of Larkspur Rental Registry Note: images may differ slightly from the application.

window and add it in the 'Address' section of the property page. The selected address should be part of the unit's mailing address.

3. Next, we need to know the name of the unit. This, too, should be part of the unit's mailing address. If the unit does not have a specified name, click the 'No Unit Number' checkbox. This would indicate that the unit's mailing address is the same as the site address.

4. Enter the required fields listed in the pop up to continue adding the unit to your property. Note that some field selections may require you to provide more information. The required fields will contain a red asterisk (*) next to them. The form cannot be saved until all required fields are entered. Once all the required information is entered, click on the "Submit" button.

5. The Unit Inventory table will be updated. Each unit that gets added will have its own action menu displayed in yellow. If you made any error in the entry, you can use the yellow action menu to select the 'Edit' option and correct the details. Repeat these steps to add all the units on your property.

History	Unit Site Address	Unit Number	Status	Type of Ordinance Coverage	Occupancy Type	Initial Rent	Current Rent	Apparent Maximum Allowable Rent	Occupancy Start Date	Date of Most Recent Rent Increase	Action
↺	122 Larkspur Landing Circle Larkspur CA 94939 US	12	Cancelled After Amendment	Just Cause Eviction and Rent Stabilization (JCE/RS)	Manager				07/01/2024		⋮ 👁

If you have any questions, contact the City of Larkspur Rental Registry Note: images may differ slightly from the application.

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Step 4: Submit Unit Exemption(s)

It is possible that one or more of your units may qualify for an Exemption from the fees. You can reference the ordinance to see if you qualify. If you believe one (or more) of your Units should be exempt, you can follow the steps listed below to submit your request for Staff to review. If you do not have any exemptions to claim, you can skip to the next section.

***Note:** not every unit field will be explained in this guide. If you have specific questions, contact the Larkspur Program.

1. Scroll down to the Unit Inventory area. Each unit listed has a yellow action menu. Click on the action menu for the unit which you believe qualifies for an exemption.

Unit Inventory   + Add Unit

🗎 Export to Excel   ⟳   Search...   🔍

Drag a column header and drop it here to group by that column

History	Unit Site Address	Unit Number	Status	Type of Ordinance Coverage	Occupancy Type	Initial Rent	Current Rent	Apparent Maximum Allowable Rent	Occupancy Start Date	Date of Most Recent Rent Increase	Action
⟲	122 Larkspur Landing Circle Larkspur CA 94939 US	12	Cancelled After Amendment	Just Cause Eviction and Rent Stabilization (JCE/RS)	Manager				07/01/2024		⋮ 👁
⟲	122 Larkspur Landing Circle Larkspur CA 94939 US	2025check	Cancelled After Amendment	Just Cause Eviction and Rent Stabilization (JCE/RS)	Tenant	$ 1,500.00	$ 1,500.00	$ 1,500.00	09/04/2023	09/04/2023	⋮ 👁

2. Select 'Apply for Exemption'.

History	Unit Site Address	Unit Number	Status	Type of Ordinance Coverage	Occupancy Type	Initial Rent	Current Rent	Apparent Maximum Allowable Rent	Occupancy Start Date	Date of Most Recent Rent Increase	Action
⟲	122 Larkspur Landing Circle Larkspur CA 94939 US	12	Cancelled After Amendment	Just Cause Eviction and Rent Stabilization (JCE/RS)	Manager				07/01/2024		⋮ 👁
⟲	122 Larkspur Landing Circle Larkspur CA 94939 US	2025check	Cancelled After Amendment	Just Cause Eviction and Rent Stabilization (JCE/RS)	Tenant	$ 1,500.00	$ 1,500.00	$ 1,500.00	09/04/2023	09/04/2023	⋮ 👁
⟲	122 Larkspur Landing Circle Larkspur CA 94939 US	25	Non-Exempt	Just Cause Eviction (JCE)	Manager				07/01/2024	Edit / Apply for Exemption / Delete Unit	⋮ 👁

If you have any questions, contact the City of Larkspur Rental Registry Note: images may differ slightly from the application.

3. The unit exemption application form will appear. Select the Exemption reason. You may be required to provide documentation to support your claim. Failure to provide adequate documentation may result in the denial of your claim. Enter the required fields and then submit your application.


4. The Unit status will change to "Applied for Exemption" upon successful submission. You can repeat these steps as needed if you have any more exemption claims to submit for review.

If you have any questions, contact the City of Larkspur Rental Registry Note: images may differ slightly from the application.

Step 5: Submit Property for Registration

Before you submit your property for Registration, double check the following:
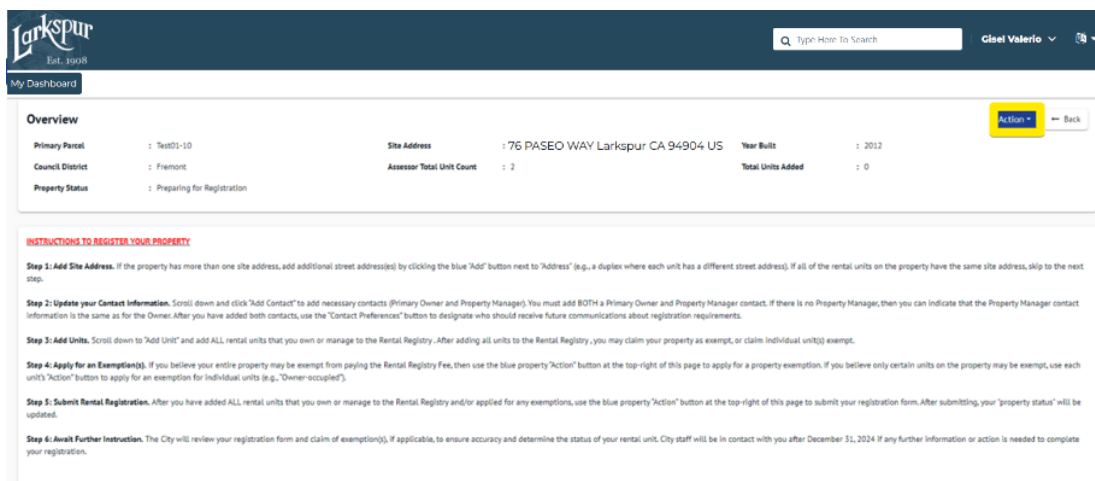
> Property Contacts are accurate (Contacts section)
> All Units are added (Unit Inventory Section)
> - o   Unit Mailing Addresses are accurate.
> - o   Unit Details provided are accurate.
> - o   Unit Exemptions are applied for, as needed (My Cases section or the Unit's Status)

If the information looks accurate, follow the steps listed below to complete your property registration for the fiscal year.

1. Scroll to the top of the property page. Click on the blue "Action" button.

2. Select the option for "Submit Rent Registration".
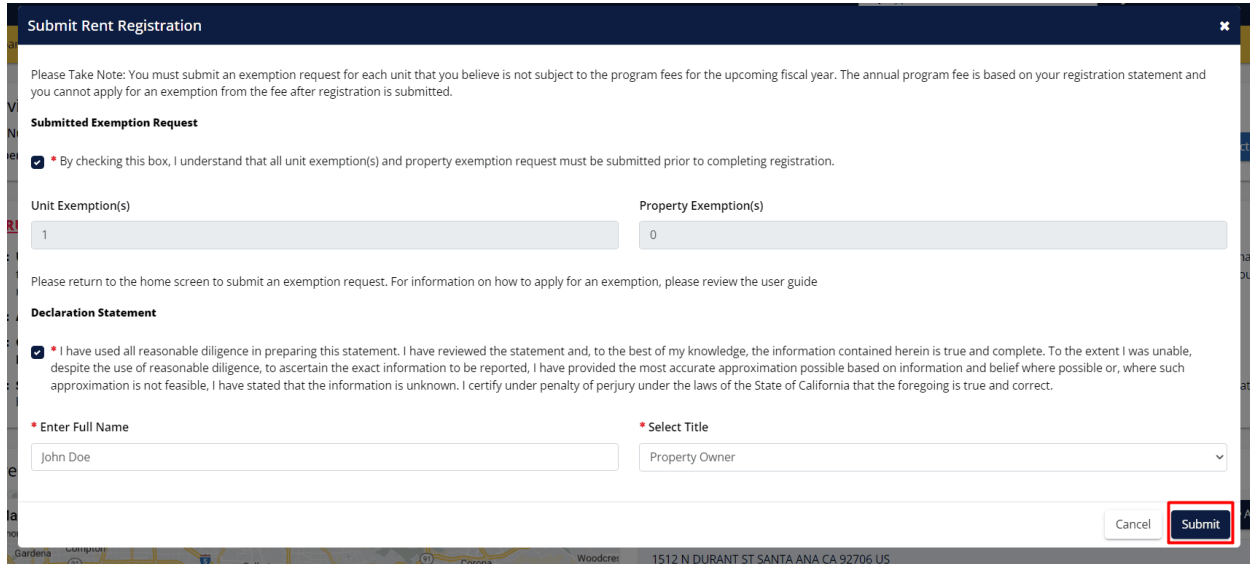
3. Read the text in the 'Submit Rent Registration' pop up. You will be asked to confirm that all exemptions are applied for and that you are submitting the information to the best of your knowledge under the penalty of perjury.

4. Click on "Submit" to complete the registration of your property.

5. Your property status will be updated accordingly. You can click on 'My Dashboard' at the top left of the page to return to your dashboard to view/register your other properties. Repeat these steps for any other properties you may be required to register.

If you have any questions, contact the City of Larkspur Rental Registry Note: images may differ slightly from the application.

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I have added my property to my profile, but I should be completely Exempt from the registry. What should I do?

Now that you have added your property to your profile, you need to complete the Registration process. If you believe your property is Exempt from the program, you will still need to take action to inform the Rent Program. To begin, click on the property's View button to begin the registration process.
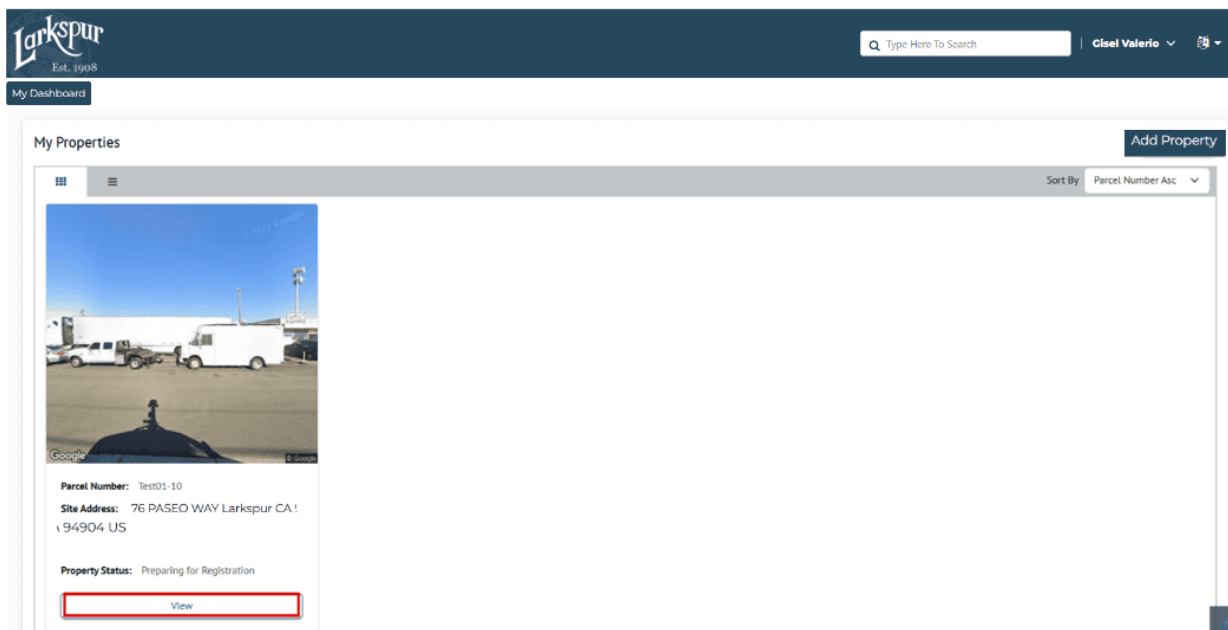
The property details page will open. The page is broken down into different sections, where each section houses different information as part of the registration process.

Step 1: Update Contact Information

The first step to claim your property exemption with the Rent Board is to add/update the property contacts. It is required that each property contains at least 1 Owner contact and at least 1 Property Manager before any applications can be submitted.

1. Scroll down to the Contacts area. You will be able to manage the property contacts from this section. If you see the red text "Primary Owner and Property Manager Contact Information is Incomplete" as shown in the image below, you will need to add the missing contact type.

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2. Click on the Add Contact button to add the missing contact type.

3. The Add Contact pop up will appear. Select the **Contact Type** from the dropdown list. If your property already has an "Owner" added, then you will need to add a "Property Manager".

If you have any questions, contact the City of Larkspur Rental Registry Note: images may differ slightly from the application.

4. Add the required information in the pop up and then Save the contact. You are required to provide the First Name, Last Name, Mailing Address, Email Address, and Phone Number.

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5. The contacts table will be updated. If the "Owner" contact is missing any information in the grid Email, Phone, etc.), click on the 3-dot Action menu as shown below to edit the contact details.

6. Select the "Edit" action.

7. The 'Edit Contact' pop up will appear. Many of the required fields may be missing (i.e., Ownership %, Phone, Email, etc.). Enter the required information and then Save the contact.

If you have any questions, contact the City of Larkspur Rental Registry Note: images may differ slightly from the application.

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Address Line 1 *
122 Larkspur Landing Circle

Address 2

City *
Larkspur

State*
CA

Zip *
94939

Country *
United States

Contact Details

Communication Type*
Email

Email*
larkspurstaff@3di.com

☑ Primary

Communication Type*
Phone

Country Code
1

Phone*
(626) 234-334

Extension

☑ Primary

+ Add Contact Details

Save   Cancel

8. The contacts table will be updated. Next, click on the "Contact Preferences" button to set the preferences for the contacts. You may already see preset values for this on your property. You can edit/modify this at any time.

Contacts

+ Add Contact   **+ Contact Preferences**

Columns ▸   ⟳ Search... 🔍

Associated to asset as	Contact Type	Name	Address ↑	Phone Number	Email	Contact Preference	Action
Owner	Individual	UNIACKE LEE J & WEISER SHARI REVOC TRUST ETAL	1 CORTE DEL CORONADO LARKSPUR CA 94939 US				⋮
Property Manager	Individual	Larkspur Landlord	120 Broadway Manhattan New York NY 10271 US	(333) 333-3333	larkspurlandlorduat @3diemail.com	Billing Contact,Primary Owner Contact	⋮

|◄ ◄ **1** ► ►| 5   ˅ items per page   1-2 of 2 items ⟳

9. The 'Contact Preferences' pop up will appear. Select the "Billing Contact". This contact will be the recipient of the communications from the program. Next, select the Primary Owner Contact. This can also be the same as the Billing Contact. Save your preferences using the "Save" button.

Contact Preferences

Billing Contact

John Smith (Owner) ⌄

Primary Owner Contact

John Smith (Owner) ⌄

The selected Billing Contact will be the recipient of all notices, invoices, and mailed communications regarding the annual registration requirements. The Primary Owner Contact may be contacted for the purpose of communications about the provisions of the Rent Stabilization and Just Cause Eviction Ordinance and general updates from the Rent Stabilization Program.

Save   Cancel

10. The Contacts table will be updated. If there are additional Property Manager(s) or Property Owner(s) associated with the property, you can add them using the "Add Contact" button.

Contacts   + Add Contact   + Contact Preferences

Columns ▸   Search...

Associated to asset as	Contact Type	Name	Address ↑	Phone Number	Email	Contact Preference	Action
Owner	Individual	UNIACKE LEE J & WEISER SHARI REVOC TRUST ETAL	1 CORTE DEL CORONADO LARKSPUR CA 94939 US				⋮
Property Manager	Individual	Larkspur Landlord	120 Broadway Manhattan New York NY 10271 US	(333) 333-3333	larkspurlandlorduat @3diemail.com	Billing Contact,Primary Owner Contact	⋮

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Step 2: Determine Exemption Eligibility

There are different reasons why you believe your property may qualify for an Exemption. You can read through the Ordinance to see which, if any, exemption reasons may apply to you and your property.

Technically, if your property does qualify for an exemption and it is granted by the Rent Program, you are not required to add any units to your property. However, it is not guaranteed that your property exemption will be granted. It may also not be a permanent exemption.

Some property exemptions are temporary, which means in future, you will be required to provide unit and tenancy information for the rental units on your property. If you believe that your exemption may be temporary, you can elect to add units before submitting the Exemption application for Staff review.
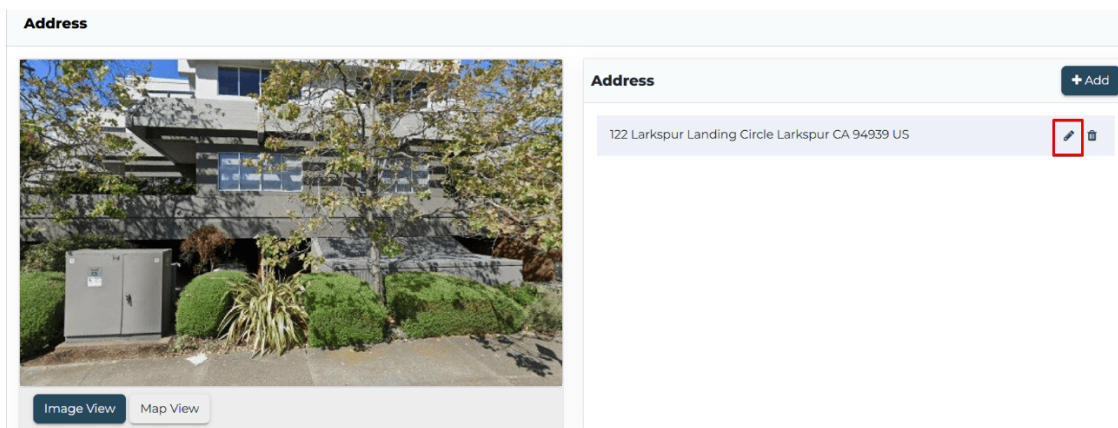
Follow the steps in this section if you would like to add units to your property before submitting a Property Exemption application. If not, you can skip ahead to Step 3.

If you have any questions, contact the City of Larkspur Rental Registry Note: images may differ slightly from the application.

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Step 2A: Property Site Address(es)
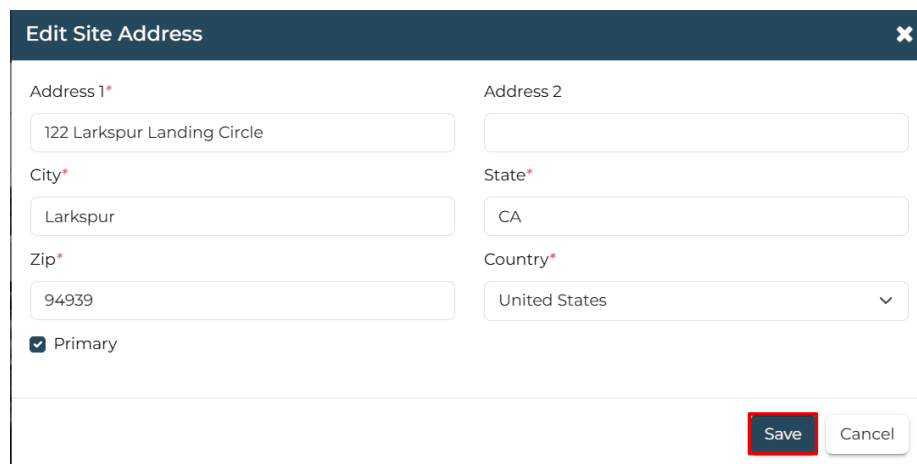
Your property will have only the primary site address (primary address for mailing) added to it. Some properties are large and may contain more than one site address. Please review the Address(es) associated with your property and follow the steps listed below if changes are required.

*Note: the site address(es) will also be used as the unit's mailing address. You will be required to select the mailing address associated with each unit. Please ensure this data is accurate.

1. Scroll to the Address area. You will be able to manage the site addresses from this section. The Address listed on the property is the primary site address. Check to see if this looks correct. If it does not look accurate, click on the Edit icon next to the address to modify it, as shown below.

2. The 'Edit Site Address' pop up will appear. Modify the necessary information and save your changes.

If you have any questions, contact the City of Larkspur Rental Registry Note: images may differ slightly from the application.

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3. If a new site address needs to be added, click on the "Add" button.

4. The 'Add Site Address' pop up will appear. Enter the required information (Address Line 1, City, Zip) and save your changes.

5. The Addresses section will be updated with the newly added site address. Repeat as needed until all the site addresses associated with your property are added.

Step 2B: Add Unit(s)
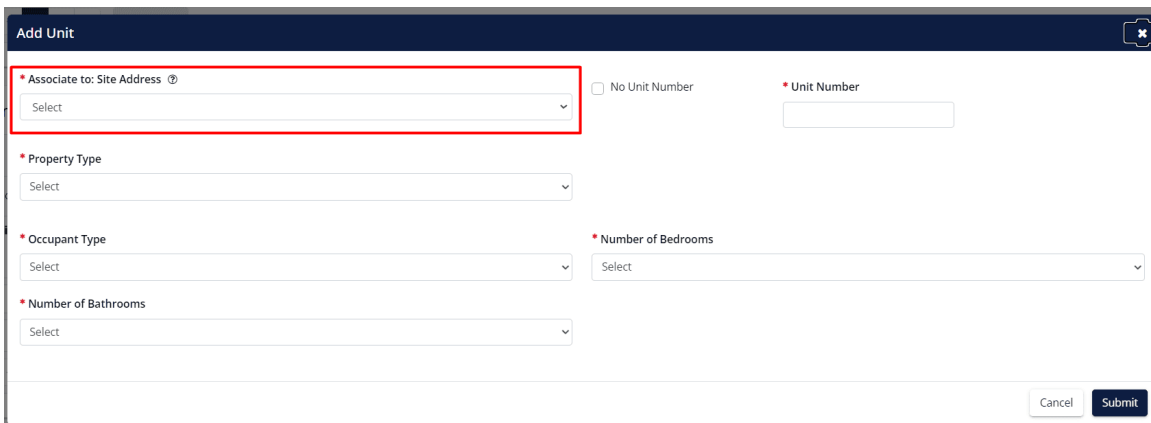
You now can add units to your property and provide details regarding the occupancies of these units. Adding units is an activity that you will only need to complete once. Once the inventory of units is established on your property, you will only need to provide updates to the occupancies and rents of those units moving forward. Follow the steps listed below to add unit(s) to your property.

*__Note:__ not every unit field will be explained in this guide. If you have specific questions, contact the Santa Ana Rent Program.

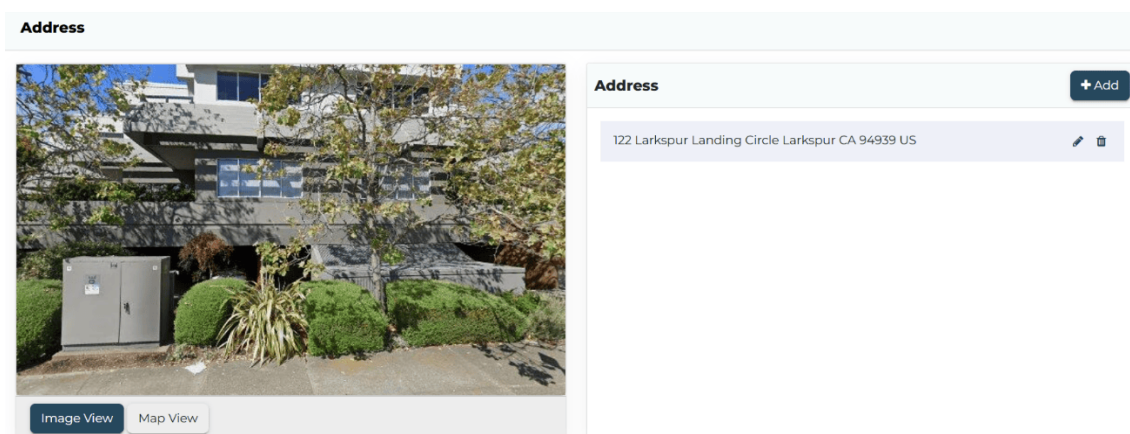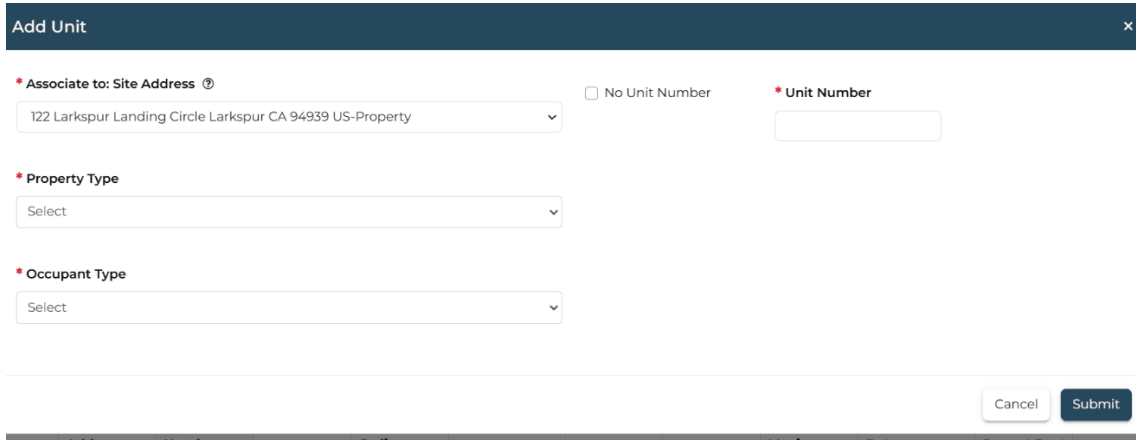1. Scroll down to the Unit Inventory area. Click on the "Add Unit" button to begin adding a unit to your property.

2. Select the Unit's Site Address from the dropdown as shown below. This dropdown will contain all the added property site addresses. If you realize an address is missing, you can close this window and add it in the 'Address' section of the property page. The selected address should be part of the unit's mailing address.

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3. Next, we need to know the name of the unit. This, too, should be part of the unit's mailing address. If the unit does not have a specified name, click the 'No Unit Number' checkbox. This would indicate that the site address doubles as the unit address.

4. In some places, you will be asked to enter a date. First click on the calendar
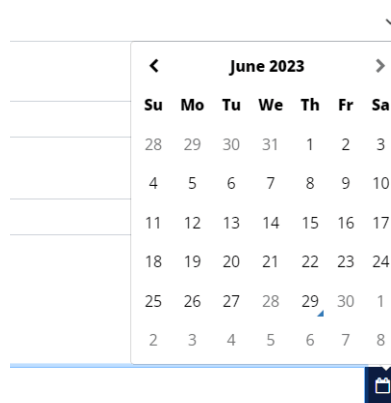
5. If you need to scroll to a different year, first click on the Month Year located at the top of the calendar. When you do so, the calendar will change to a monthly calendar.

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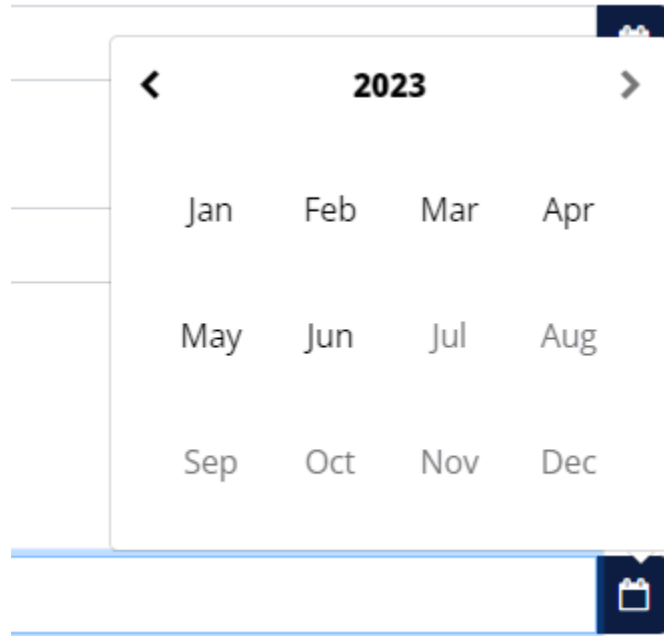
6. If you need to see a selection of years, rather than months, click on the Year at the top of the calendar

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7. Then you can use the left right arrows to scroll to the desired year

8. Continue on the rest of the form and enter the required fields listed in the pop up to continue adding the unit to your property. Note that some field selections may require you to provide more information. The required fields will contain a red asterisk (*) next to them. The form cannot be saved until all required fields are entered. Once all the required information is entered, click on the "Submit" button.

If you have any questions, contact the City of Larkspur Rental Registry Note: images may differ slightly from the application.

9. The Unit Inventory table will be updated. Each unit that gets added will have its own action menu displayed in yellow. If you made any error in the entry, you can use the yellow action menu to select the 'Edit' option and correct the details. Repeat these steps to add all the units on your property.

Unit Inventory

History	Unit Site Addres	Unit Number	Status	Type of Ordinance Coverage	Occupancy Type	Initial Rent	Current Rent	Apparent Maximum Allowable Rent	Occupancy Start Date	Date of Most Recent Rent Increase	Action
↺	122 Larkspur Landing Circle Larkspur CA 94939 US	12	Cancelled After Amendment	Just Cause Eviction and Rent Stabilization (JCE/RS)	Manager				07/01/2024		⋮ 👁
↺	122 Larkspur Landing Circle Larkspur CA 94939 US	2025check	Cancelled After Amendment	Just Cause Eviction and Rent Stabilization (JCE/RS)	Tenant	$ 1,500.00	$ 1,500.00	$ 1,500.00	09/04/2023	09/04/2023	⋮ 👁

Step 3: Submit a Property Exemption Application

It is possible that your property may qualify for an Exemption from the fees. Follow the steps listed below to submit your request for Staff to review.

*Note: not every exemption field will be explained in this guide. If you have specific questions, contact the Larkspur rental registry .

1. Scroll to the top of the property page. Click on the blue "Action" button.

Overview

Primary Parcel : LarkAPN03	**Site Address** : 122 Larkspur Landing Circle Larkspur CA 94939 US	**Year Built** : 1995	
Assessor Total Unit Count : 5	**Total Units Added** : 5	**Property Status** : Property Exempt	

2. Select 'Apply for Property Exemption'.

Overview

Primary Parcel : ACT1	**Site Address** : 122 Larkspur Landing Circle Larkspur CA 94939 US	**Year Built** : 20(	Apply for Property Exemption
Council District : District 1	**Assessor Total Unit Count** : 1	**Total Units Added** : 1	Submit Rental Registration
Property Status : Registration Open			Show PIN
			Generate new PIN

3. The property exemption application form will appear. Select the Exemption reason. You may be required to provide documentation to support your claim. Failure to provide adequate

documentation may result in the denial of your claim. Enter the required fields and then submit your application.

4. To confirm that your application was submitted successfully, scroll down to the "My Cases" section. You will see the Property Exemption Case in the 'Pending Review' status. You can check back periodically to see if it is approved or denied. You will also get an email notification once your Property Exemption case is processed.

If your Property Exemption application is approved, your property status will read "Property Exempt" as shown below. Your registration for the current fiscal year will be complete.

Overview

Parcel Number : 00814411 | Site Address 122 Larkspur Landing Circle Larkspur CA | Year Built : 2013 | Assessor Total Unit Count : 1 | Total Units Added : 1
94939 US
Property Status : Property Exempt

← Back | Action ▾

INSTRUCTIONS TO REGISTER YOUR PROPERTY

Step 1: Update your Contact Information. Scroll down and click "Add Contact" to add necessary contacts (Primary Owner and Property Manager). You must add BOTH a Primary Owner and Property Manager contact. If there is no property manager, then you can indicate that the Property Manager contact information is the same as for the owner. After you have added both contacts, use "Contact Preferences" button to designate who should receive future communications about registration requirements.

Step 2: Add Units. Scroll down to "Add Unit" and add ALL rental units that you own or manage to the Rental Registry. After adding all units to the Rental Registry, you may claim your property as exempt, or claim individual unit(s) exempt.

Step 3: Apply for an Exemption(s). If you believe your entire property may be exempt from paying the Rental Registry Fee, then use the blue property "Action" button at the top-right of this page to apply for a property exemption. If you believe only certain units on the property may be exempt, use each unit's yellow "Action" button to apply for an exemption for individual units (e.g., "Owner-occupied").

Step 4: Submit Rental Registration: After you have added ALL rental units that you own or manage to the Rental Registry and/or applied for any exemptions, use the blue property "Action" button at the top-right of this page to submit your property for registration. After

If you have any questions, contact the City of Larkspur Rental Registry Note: images may differ slightly from the application.

What Does My Property Status Mean?

Your property status can tell you about the registration status of your property. Review the statuses and their meanings below:

Property Status	Meaning
Registration Open	The registration period is open, and you need to provide updated information about your property and submit for registration. You may have submitted a property exemption and are waiting for staff to review; your property may be in this status until your application is processed. Check the status of your Property Exemption case to ensure it is not denied. If so, you will be required to register.
Registration Denied	Your registration was submitted, but Staff denied it due to some errors. You will need to review your inputs, make necessary edits, and re-submit the property.
Unit Discrepancy	Your property has been submitted for registration, and the number of units you have added to the property does not match with the assessor's records. Your property is flagged for Staff to review. You do not need to take action. Staff will reach out if there are any questions.
Pending Staff Review	Your property has been submitted for registration and there are exemption applications that still need to be reviewed by the Staff. You do **not** need to take action. Staff will reach out if there are any questions.
Registration Form Submitted	Your property has been submitted for registration. Staff will let you know when you can return to the system to submit a payment. You do **not** need to take action at this time.

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