

# UPDATING THE UNIT STATUS FORM

To change the mailing address or agent.

To change the owner data.

To change the description or status of a unit. (If there is a new tenancy, a Vacancy Registration Form is required, too.)

If there are changes, sign and date the form, and return it with your payment.



## UNIT STATUS FORM

PROPERTY: 2813 MAIN ST

UNIT STATUS: 5 UNITS <sup>3</sup>/~~7~~ EXEMPT

ABC MANAGEMENT  
~~1234 SHATTUCK AVE~~  
BERKELEY, CA 94700

CHANGE OF ADDRESS:

3456 Durant Ave.

SMITH, MARY  
5980 COLUSA  
EL CERRITO, CA ~~94880~~

Phone 510.987.6543

E-mail msmith@yahoo.com

94530

Unit Address	Unit No.	Current Status	Status Last Changed	Current Tenancy Started
2813 MAIN ST	1	<del>Rented or Available</del> Vacant Not Available	<del>05/30/93</del> 5/16/13	06/01/2010
2813 MAIN ST	2	Section 8	06/29/01	06/29/2001
2813 MAIN ST	3	<del>Rented or Available</del> Owner Occupied	<del>05/30/93</del> 7/2/12	5/30/2006
2813 MAIN ST	4	<del>Rented or Available</del> Rent Free	<del>09/10/10</del> 4/15/13	9/01/2011
2813 MAIN ST	5	<del>Owner Occupied</del> Rented	05/15/08	<del>5/15/2008</del> 6/1/13

The 'Status Last Changed' indicates when the status of the unit last changed, not necessarily the beginning of the current tenancy. Please make corrections to information directly on this form. If you make changes, return this form with your payment. If a unit listed here as exempt is now rented, a pro-rated registration fee is due. Please contact our Registration Unit at (510) 981-7368 (981-RENT) for calculation of additional amount due.

I declare under penalty of perjury that the information provided on this form is true and correct to the best of my knowledge and belief.

Signed: Mary Smith Date: 6/15/13

IF THERE ARE CHANGES TO THE FORM,  
PLEASE SIGN AND RETURN TO OUR OFFICE.