2026 ANNUAL RENT REGISTRY FORM

RENTAL UNITS SUBJECT TO THE RENT STABILIZATION ORDINANCE 1522

Mail Form to:
CITY OF BALDWIN PARK - CODE ENFORCEMENT
14403 E. PACIFIC AVENUE BALDWIN PARK, CA 91706

Please complete the form using black ink to ensure legibility. If additional Rent Registration Forms are needed, please make copies of the back of this page. Do not write outside the text box, or outside the check box. **The Rent Registration Form must be completed and submitted with your payment of $28 per unit no later than April 15, 2026.**

INSTRUCTIONS:

PROPERTY INFORMATION

APN: 10 DIGITS*

PROPERTY ADDRESS:

STREET NUMBER *	STREET NAME *	
CITY *	STATE *	ZIP CODE *

PART 1

EMERGENCY CONTACT INFORMATION

FIRST NAME or BUSINESS NAME *	LAST NAME

STREET NUMBER *	STREET NAME*

CITY *	STATE *	ZIP CODE*

AREA CODE & PHONE NUMBER *
(   )

E-MAIL ADDRESS *(Optional)*

Total Number of Units on the Property*:

YOUR INFORMATION (NAME OF PERSON FILLING OUT FORM)

O Fill in bubble if information is the same as EMERGENCY CONTACT INFORMATION

FIRST NAME	LAST NAME

AREA CODE & PHONE NUMBER
(   )

EMAIL ADDRESS

Complete this form and mail with your payment to: 14403 E. Pacific Avenue, Baldwin Park, CA 91706
Si necesita una forma en español, llame al (626) 960-4011 Ext. 462

Annual Rent Registry Form

Assessor Parcel Number (APN): _____

Street Number *e.g. 2345*	Street Name *e.g. Baldwin Park Blvd.*	Unit Number	# of Bedrooms *Number Only*	Move-In Date MM/YYYY *e.g. 05/1999*	Effective Date of Last Rent Increase	Current Monthly Rent
				O I Don't Know	O I Don't Know	

Utility Paid by		Parking Included in		Select Only if a RSO Exemption Form Has Been Submitted to BP		O Temporarily Vacant or Employee Unit
				O T1 Owner Occupied	O S5 Vacant (Filed with the LA County Recorder)	
O Gas	O Electric	O Yes	O No	O T3 No Rent Collected	O Other RSO Exemption	

Street Number *e.g. 2345*	Street Name *e.g. Baldwin Park Blvd.*	Unit Number	# of Bedrooms *Number Only*	Move-In Date MM/YYYY *e.g. 05/1999*	Effective Date of Last Rent Increase	Current Monthly Rent
				O I Don't Know	O I Don't Know	$

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				O T1 Owner Occupied	O S5 Vacant (Filed with the LA County Recorder)	
O Gas	O Electric	O Yes	O No	O T3 No Rent Collected	O Other RSO Exemption	

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				O I Don't Know	O I Don't Know	$

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O Gas	O Electric	O Yes	O No	O T3 No Rent Collected	O Other RSO Exemption	

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				O T1 Owner Occupied	O S5 Vacant (Filed with the LA County Recorder)	
O Gas	O Electric	O Yes	O No	O T3 No Rent Collected	O Other RSO Exemption	

Street Number *e.g. 2345*	Street Name *e.g. Baldwin Park Blvd.*	Unit Number	# of Bedrooms *Number Only*	]Move-In Date MM/YYYY *e.g. 05/1999*	Effective Date of Last Rent Increase	Current Monthly Rent
				O I Don't Know	O I Don't Know	$

Utility Paid by		Parking Included in		Select Only if a RSO Exemption Form Has Been Submitted to BP		O Temporarily Vacant or Employee Unit
				O T1 Owner Occupied	O S5 Vacant (Filed with the LA County Recorder)	
O Gas	O Electric	O Yes	O No	O T3 No Rent Collected	O Other RSO Exemption	

PART 3

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

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Signature* _____ Date _____

Complete this form and mail with your payment to: 14403 E. Pacific Avenue, Baldwin Park, CA 91706

City of Baldwin Park
2026 Annual Rent Registration Form Instructions

The City of Baldwin Park City Council enacted the Rent Stabilization Ordinance No. 1447 with amendments on Ordinance No. 1522 prohibiting certain residential units from rent increases in excess of five (5) percent. In accordance with Chapter 117.15 of Baldwin Park's code, it also indicates that landlords must provide rent amount and tenancy information for every rental unit subject to the Rent Stabilization Ordinance (RSO), on a form provided by the City of Baldwin Park. This information shall be submitted annually by the last day of March. Registration is complete only when all outstanding registration fees have been paid and all required rental amount, tenancy information, and emergency contact information is provided.

This form consists of 3 parts:
PART 1: Provide emergency contact information. The emergency contact is the person to call should there be an emergency at the property, such as a fire, etc. Name, address and phone number are required.

PART 2: Rental unit information must be completed for the Total Number of Units on the Property listed as Part 1 (first page). Rent amount and tenancy information must be completed for each rental unit. If additional Rent Registration Forms are needed, please make copies of page.
2. For each Rental Unit, provide complete Street Number, Street Name, Unit Number (if applicable), Number of Bedrooms, Move-in-Date, and Current Monthly Rent Amount. Fill in the bubble only if the unit is temporarily vacant, but to be rented later this year, or if is employee occupied where no rent is collected. Do not include temporary or one-time RSO, SCEP or other surcharges or fees. Indicate Effective Date or Last Rent Increase. If applicable, select Utility Services (Gas and Electric) paid by the Landlord. Indicate if Parking is included in Current Monthly Rent Amount.

Example:

Street Number e.g. 2345	Street Name e.g. Baldwin Park Blvd.	Unit Number	# of Bedrooms Number Only	Move-In Date MM/YYY	Effective Date of Last Rent Increase	Current Monthly Rent
2345	Baldwin Park Blvd.	3	3	12/2005 ○ I Don't Know	12/2018 ○ I Don't Know	$1,230.00

Utility Paid by		Parking Included in		Select Only if a RSO Exemption Form Has Been Submitted to BP		○ Temporarily Vacant or Employee Unit
X Gas	○ Electric	X Yes	○ No	○ T1 Owner Occupied	○ S5 Vacant (Filed with the LA County Recorder)	
				○ T3 No Rent Collected	○ Other RSO Exemption	

PART 3: A signature is required on each Rent Registration Form. Please fill in the number of total Rent Registration Forms submitted on the bottom right-hand corner of this section.

Rent Registration Form – Frequently Asked Questions

Q: Why do I have to complete this Rent Registration Form?
A: The Rent Registration form must be completed for every rental unit subject to the RSO on an annual basis and received by the City of Baldwin Park no later than March 31 to complete your annual registration.

Q: What happens if I do not submit the Rent Registration Form or only provide partial information?
A: Any landlord who fails to pay the fee for registration or registration renewal shall pay a penalty equal to one hundred and fifty percent of the fee per subject rental unit for any delinquency incurred after December 4, 2019.

Q: What if I do not know all the answers to the questions regarding each tenancy for each rental unit?
A: If you do not know the Move-In Date or the Effective Date of Last Rent Increase fill in the bubble "I don't know." If 12 months have not elapsed from the tenant's move-in date, you may enter the move-in date. Once the Rent Registration Form is submitted to the City of Baldwin Park, tenants may be able to dispute discrepancies by providing supporting documentation.

Q: Who do I contact for assistance regarding the Rent Registration Form?
A: Email any questions about the Rent Registration Form at RSO@baldwinpark.com and provide your APN on the subject line. You can also visit our website https://www.baldwinpark.com to review additional frequently asked questions.

> **PART 3**

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

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Signature*_____ Date _____