

Marin County Landlord Registry Checklist

To ensure a complete registration, make sure that all the following is complete and included in the registration of your property. If the registry is not accurate or complete, the property will be deemed out-of-compliance with Marin County Code 3705.

For specific questions, contact the Housing and Federal Grants Division at landlordregistry@marincounty.org or (415) 473-7309.

Complete Landlord/Property Manager contact information

- Name and mailing address of landlord (required) and property manager (optional)
- Phone and e-mail
- Security question and answer

Complete Property-level information

- Whether the property is 49% deed-restricted as affordable (*check box if yes*)
- Purchase date of property
- Number of parcels for each property

Complete parcel-level information for each property

- Parcel number (the parcel number is an 8-digit number assigned to your parcel, in this format: XXX-XXX-XX)
- Environmental Health Services (EHS) permit to operate, when applicable
- Number of units for each parcel

Complete Business License information for each parcel

- Business License number with the County of Marin Department of Finance and expiration date

Complete unit-level information under each parcel for each property

- Physical address of the unit
- Unit ID
- Number of bedrooms
- Exemption type
- Utilities included in rent

Complete rental history information for each unit

- 12 months of rental history (or, updating with new rental history data for the annual update since the date of the last registry)