



# How to Register with the Marin County Landlord Registry

As a landlord in unincorporated Marin County, you must ensure that your property is in compliance with local, state and federal housing laws and regulations. Beginning in January 2019, the Marin County Board of Supervisors approved a Just Cause for Eviction ordinance (no. 3705), which applies to properties with three (3) or more dwelling units in unincorporated Marin and requires that tenants be given a reason for a lease termination.

This ordinance also establishes a rental registry, which requires properties subject to the ordinance to have their units registered annually with the County's Landlord Registry. **This document offers a step-by-step approach to correctly register with the County and address one prerequisite needed to terminate a tenancy.** See County Code Section 5.100.040(a) for more details on prerequisites to terminate. Refer to the final checklist at the end of this guide for a better understanding of all the required components to this registry.

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## Step 1: Gathering Information

Prior to beginning the registry, gather all related documents and information. The registry will call for:

- Business license number and expiration date (with the County Department of Finance)
- Environmental Health Services (EHS) permit to operate number
- Rental information for the past year (or updated information, for the annual update)

## Step 2: Accessing the Registry

The registry can be accessed directly via this link: <http://apps.marincounty.org/LandlordRegistry>

Alternatively, you can access the registry through:

- The Marin County Just Cause page: [www.marincounty.org/JustCause](http://www.marincounty.org/JustCause)
- The Marin County Renter and Landlord Resources page: [www.marincounty.org/RenterLandlord](http://www.marincounty.org/RenterLandlord)

## Step 3: Logging In

**For landlords that have previously registered:** Refer to the Landlord ID that was mailed and emailed to the contact information you provided during your initial registration. If you have additional questions, contact the Housing and Federal Grants Division, at [landlordregistry@marincounty.org](mailto:landlordregistry@marincounty.org), or (415) 473-7309.

**For landlords new to the system:** Click on the register link below the submit button. This will prompt you to fill out your landlord/property manager information. You will receive a Landlord ID to the email that you enter on this page. Once you have received your Landlord ID, you will receive a subsequent email with a verification code to complete your login.

### Login Page

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**For landlords that have previously registered:**

refer to the Landlord ID that was mailed to the address you provided during your initial registration or provided to you by County staff. If you have additional questions, contact [landlordregistry@marincounty.org](mailto:landlordregistry@marincounty.org) or (415) 473-7309.

**For landlords new to the system:**

click on the Register link below the submit button. This will prompt you to fill out your landlord/property manager information. You will receive a Landlord ID at the email address entered on this page. Once you have received your Landlord ID, you will enter it here to receive a subsequent email with a verification code to complete your login.

*Note: Be sure to save your Landlord ID in a secure place. You will need this for future logins.*

Please enter your Landlord ID which was provided to you during registration.

Landlord ID:

For CDA Staff Only:

**Please note:** The emails you will receive regarding your login information will be from [webmaster@marincounty.org](mailto:webmaster@marincounty.org). Please allow for several minutes to receive the email for your one-time

password from this email. Additionally, **be sure to save your Landlord ID in a secure place.** You will need this for future logins.

## Step 4: Initial Login and Landlord Information

Once you have successfully logged in, you will see three (3) buttons:

- 1) Add/Maintain Properties,
- 2) Maintain Landlord Info, and
- 3) Log Off.

To access landlord information, click on **Maintain Landlord Info**.

### Main

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To access and modify landlord information, click on **Maintain Landlord Info**.

To add properties or to access established properties, click on **Add/Maintain Properties**.



**For landlords that have already previously registered**, the Maintain Landlord Info page will populate with the information you provided during your initial registration. Here, this information can be reviewed and edited.

### Maintain Landlord Info

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Select **Details** to view detailed information.

Select **Edit** to modify landlord information.

LandlordID	Landlord Name	E-mail	Manager Name
590288	Example	landlordregistry@marincounty.org	<a href="#">Edit</a>   <a href="#">Details</a>

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**For landlords new to the system**, this page will populate with the information you supplied when you signed up for your Landlord ID and can also be reviewed and edited here.

**To complete landlord/property manager contact information, you will need to enter:**

1. Landlord name and mailing address
2. Phone number and email
3. Set up security question and answer

## Step 5: Property Information

From the main page, you will need to click on **Add/Maintain Properties** to enter, review and edit property-level, parcel-level, and unit-level information. Click on **Create New** above the table to create a new property record.

### Add/Maintain Properties

Click on **Create New** to add a new property record.

Select a specific property to review and edit property, parcel, and unit information.

*Note: units not required to register include:*

- Accessory Dwelling Unit (ADU) or Junior Accessory Dwelling Unit (JADU),
- Units receiving government-subsidized rent (i.e: Section 8),
- Units occupied by onsite property managers, and
- Units in properties where 49% of the units are deed-restricted as affordable.

*For more information on the exemptions, please see Section 5.100.200(b) of County Ordinance 3705 for more information on exempt properties.*

Once a property record is created, it will appear on the main Property List page. You can review the property by clicking on **Details**, edit the property by clicking on **Edit**, and enter parcel and unit information by clicking on **Parcels**.



[Create New](#)

Purchase Date	49% of Units are Deeded-Restricted as Affordable	Number of Parcels	
1/1/2019	<input type="checkbox"/>	1	<a href="#">Edit</a>   <a href="#">Details</a>   <a href="#">Parcels</a>

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### To complete property-level information, you will need to indicate:

1. Whether the property contains 49% or more units that are deed-restricted as affordable (check box if yes)
2. The purchase date of the property
3. The number of units associated with this property.

## Step 6: Parcel-Level Information

Once you have created a property record, it will appear on the main Add/Maintain Properties page. Here, you can review the property by clicking on **Details**, edit the property by clicking on **Edit**, and enter parcel information for the property by clicking on **Parcels**.

## Add/Maintain Properties

Click on **Create New** to add a new property record.

Select a specific property to review and edit property, parcel, and unit information.

*Note: units not required to register include:*

- Accessory Dwelling Unit (ADU) or Junior Accessory Dwelling Unit (JADU),
- Units receiving government-subsidized rent (i.e: Section 8),
- Units occupied by onsite property managers, and
- Units in properties where 49% of the units are deed-restricted as affordable.

For more information on the exemptions, please see Section 5.100.200(b) of [County Ordinance 3705](#) for more information on exempt properties.

Once a property record is created, it will appear on the main Property List page. You can review the property by clicking on **Details**, edit the property by clicking on **Edit**, and enter parcel and unit information by clicking on **Parcels**.

[Create New](#)

Purchase Date	49% of Units are Deeded-Restricted as Affordable	Number of Parcels	<a href="#">Edit</a>   <a href="#">Details</a>   <a href="#">Parcels</a>
1/1/2019	<input type="checkbox"/>	1	<a href="#">Edit</a>   <a href="#">Details</a>   <a href="#">Parcels</a>

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After clicking on **Parcels**, you will be directed to the Parcel List page that, once completed, will list all the parcels associated with the property it is tied to. To create a new parcel record, click **Create New** above the table.

## Parcel List

To add a new parcel record, click **Create New** at the top and provide the parcel information including Parcel number, permit to operate number, and number of units.

Select **Details** to view information associated with a specific parcel.

Click on **Units** to enter, review, and edit unit-level information for the associated parcel.

Click on **Business Licenses** to add or edit business license information.

[Create New](#)

Parcel Number	Environmental Health Services Permit to Operate Number	Number of Units	<a href="#">Edit</a>   <a href="#">Details</a>   <a href="#">Units</a>   <a href="#">Business Licenses</a>
111-111-11	1111	4	<a href="#">Edit</a>   <a href="#">Details</a>   <a href="#">Units</a>   <a href="#">Business Licenses</a>

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### To complete parcel-level information, you will need to enter:

1. The Parcel Number (APN)
2. The EHS permit to operate number (applicable for properties with 3 or more non owner-occupied units). For more information, contact Eithne Bullick, at [ebullick@marincounty.org](mailto:ebullick@marincounty.org) or (415) 473-6814.
3. The number of units associated with this parcel.

## Step 7: Business License Information

Once you have entered parcel-level information, you will be brought back to the Parcel List screen, where you can enter unit and business license information associated with the parcel. To add or edit business license information for the parcel, click on **Business Licenses**.

### Parcel List

To add a new parcel record, click **Create New** at the top and provide the parcel information including Parcel number, permit to operate number, and number of units.

Select **Details** to view information associated with a specific parcel.

Click on **Units** to enter, review, and edit unit-level information for the associated parcel.

Click on **Business Licenses** to add or edit business license information.

[Create New](#)

Parcel Number	Environmental Health Services Permit to Operate Number	Number of Units	<a href="#">Edit</a>   <a href="#">Details</a>   <a href="#">Units</a>   <a href="#">Business Licenses</a>
111-111-11	1111	4	<a href="#">Business Licenses</a>

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After clicking on Business Licenses, you will be brought to the Business Licenses List screen, that will allow you to enter and review all business licenses associated with the parcel. Click on **Create New** to begin a new business license record.

### Business Licenses List

To add a business license, click **Create New**.

*Note: All landlords are required to have a valid business license.*

[Create New](#)

License Number	Expiration Date	Issuing Agency	Parcel Number	<a href="#">Edit</a>   <a href="#">Details</a>
1212	06/30/2020	Marin County	111-111-11	<a href="#">Edit</a>   <a href="#">Details</a>

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### To complete business license information, you will need to enter:

1. Business License number and expiration date as provided by the Marin County Department of Finance. For more information, visit [www.marincounty.org/bl](http://www.marincounty.org/bl).

## Step 8: Unit-Level Information

To access unit-level information for a given parcel, you will need to navigate to the Parcel List screen and click on **Units**.

### Parcel List

To add a new parcel record, click **Create New** at the top and provide the parcel information including Parcel number, permit to operate number, and number of units.

Select **Details** to view information associated with a specific parcel.

Click on **Units** to enter, review, and edit unit-level information for the associated parcel.

Click on **Business Licenses** to add or edit business license information.

[Create New](#)

Parcel Number	Environmental Health Services Permit to Operate Number	Number of Units	<a href="#">Edit</a>   <a href="#">Details</a>   <a href="#">Units</a>   <a href="#">Business Licenses</a>
111-111-11	1111	4	<a href="#">Units</a>

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### Property Unit List

To add a unit, click **Create New**.

Select **Details** to view information associated with this unit.

Click **Terminate** to complete the Notice of Termination.

Click on **Rental History** to enter, review, and edit rental history information about the unit.

[Create New](#)

Address	Unit	City	Number of Bedrooms	Exemption Type	<a href="#">Edit</a>   <a href="#">Details</a>   <a href="#">Terminate</a>   <a href="#">Rental History</a>
3501 Civic Center Drive	A	San Rafael	2		<a href="#">Edit</a>   <a href="#">Details</a>   <a href="#">Terminate</a>   <a href="#">Rental History</a>
3501 Civic Center Drive	B	San Rafael	3		<a href="#">Edit</a>   <a href="#">Details</a>   <a href="#">Terminate</a>   <a href="#">Rental History</a>
3501 Civic Center Drive	C	San Rafael	1		<a href="#">Edit</a>   <a href="#">Details</a>   <a href="#">Terminate</a>   <a href="#">Rental History</a>
3501 Civic Center Drive	D	San Rafael	2		<a href="#">Edit</a>   <a href="#">Details</a>   <a href="#">Terminate</a>   <a href="#">Rental History</a>

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This will bring you to the Property Unit List screen, that will allow you to enter and review all unit records for the parcel. Click on **Create New** above the table to create a new unit record.

## To complete unit-level information, you will need to enter:

1. Complete physical address (address, unit ID, city, state, zip code)
2. Number of bedrooms for the unit
3. Exemption type
4. What utilities are included in the tenants' rent

Units are exempt from the ordinance if they:

- Are a County-recognized Accessory Dwelling Unit (ADU) or a Junior Accessory Dwelling Unit (JADU)
- Receive government-subsidized rent (such as Section 8 vouchers)
- Are occupied by onsite property managers
- Are in properties where 49% of the units are deed-restricted as affordable.

For more information on the exemptions, review the Just Cause for Eviction ordinance, Section 5.100.200(b). The full ordinance is available for review at [www.marincounty.org/justcause](http://www.marincounty.org/justcause).

## Step 9: Rental History Information

After entering unit-level information, you will be brought back to the Property Unit List screen. From here, you can enter and review rental history data for the unit by clicking on **Rental History** next to **each unit**.

### Property Unit List

To add a unit, click **Create New**.

Select **Details** to view information associated with this unit.

Click **Terminate** to complete the Notice of Termination.

Click on **Rental History** to enter, review, and edit rental history information about the unit.

[Create New](#)

Address	Unit	City	Number of Bedrooms	Exemption Type
3501 Civic Center Drive	A	San Rafael	2	<a href="#">Edit</a>   <a href="#">Details</a>   <a href="#">Terminate</a>   <a href="#">Rental History</a>
3501 Civic Center Drive	B	San Rafael	3	<a href="#">Edit</a>   <a href="#">Details</a>   <a href="#">Terminate</a>   <a href="#">Rental History</a>
3501 Civic Center Drive	C	San Rafael	1	<a href="#">Edit</a>   <a href="#">Details</a>   <a href="#">Terminate</a>   <a href="#">Rental History</a>
3501 Civic Center Drive	D	San Rafael	2	<a href="#">Edit</a>   <a href="#">Details</a>   <a href="#">Terminate</a>   <a href="#">Rental History</a>

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After clicking on Rental History, you will be brought to the Yearly Rental History List screen. From here, select the year you would like to enter rental data for in the drop-down menu, and click **Create**.



## Yearly Rental History List

To add rental and tenancy data for a year, select a year from the dropdown, then click **Create**.

Address: 3501 Civic Center Drive

Create yearly rental information for 2018  

**2019 Rental History**

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Once you have selected a year, you will be prompted to enter rental and tenancy information one time, that will be duplicated for the year. On the next page, enter the starting month (January, or since your last update), the monthly rent and occupancy status at that time. Click **Create**.

## Create 2019 Yearly Rental History

This page will create a grid that will allow you to edit a full year's worth of rental history.

Enter the data for starting month, monthly rent and occupancy status and then select **Create**. A grid will then be created for the year, and you will be able to edit each month if necessary.

\*Starting Month

January

\*Monthly Rent

0.00

\*Occupancy Status

Vacant




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After clicking **Create**, the data will be turned into a yearly table with duplicated information. You will only need to make changes as needed. Be sure to click **Save** once you're done reviewing the yearly rental and tenancy information.

## Edit 2019 Yearly Rental History

Modify data in the grid as needed to reflect the unit's rental history for the specific year. Select **Save** to save the data.

Month	Monthly Rent	Occupancy Status
January	1600.00	Occupied <input type="button" value="v"/>
February	1600.00	Occupied <input type="button" value="v"/>
March	1600.00	Occupied <input type="button" value="v"/>
April	1600.00	Occupied <input type="button" value="v"/>
May	1600.00	Occupied <input type="button" value="v"/>
June	1600.00	Occupied <input type="button" value="v"/>
July	1600.00	Occupied <input type="button" value="v"/>
August	1600.00	Occupied <input type="button" value="v"/>
September	1600.00	Occupied <input type="button" value="v"/>
October	1600.00	Occupied <input type="button" value="v"/>
November	1600.00	Occupied <input type="button" value="v"/>
December	1600.00	Occupied <input type="button" value="v"/>



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**To complete rental history information, you will need to enter:**

1. Rental and tenancy data for the unit, for the year
2. Enter this for **each** unit

## Terminating a Tenancy

For properties subject to Just Cause, a tenancy can only be terminated by a landlord for an identified Just cause, as detailed in the ordinance. The identified causes are:

- **No Fault**, which includes failure to pay rent, breach of rental contract, threat of violent crimes and nuisance behavior
- **For Cause**, which includes the landlord's permanent removal of the unit from the rental market (Ellis Act), landlord or immediate relative will move into the unit, or substantial rehabilitation for health and safety.

A landlord will need to issue a Notice of Termination in order to legally terminate a tenancy for one of these causes. To do so, landlords can access the Notice of Termination directly through this registry portal. When terminating, ensure that all proper noticing requirements are met, such as the following:

- **120 days:** generally, at least 120 days prior to the intended final date of the tenancy for permanent removal of unit from rental market
- **60 days:** generally, for other "No Fault" terminations, at least 60 days prior to the intended final date of the tenancy when the tenant has resided in the unit for one or more years
- **30 days:** generally, for other "No Fault" terminations, at least 30 days prior to the intended final date of the tenancy when the tenant has resided in the unit for less than one year
- **3-day notice to quit:** generally, for "For Cause" terminations, at least three business days prior to the intended final date of the tenancy and after notice and opportunity to cure, if applicable

Here is a step-by-step process for terminating correctly through the registry portal:

### Step 1: Navigate to the unit where the termination is taking place

You will need to navigate to the "Property Unit List" page. To access this page from the main page, you will need to:

1. Click **Add/Maintain Properties**
2. From the property list, click on the **Parcels** link to the right for the property the identified unit is located in.
3. From the parcel list, click on the **Units** link to the right for the parcel the identified unit is located in.
4. From the unit list, click on the **Terminate** link to the right for the identified unit.

### Step 2: Enter all information and attach all necessary documentation

Once you have navigated to the correct unit, you will need to click on **Create New** above the table to create a termination record for this specific unit.

## Unit Termination List

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In the event that you need to terminate a tenancy for one of the reasons specified in [County Ordinance 3705](#) you will need to fill out a Notice of Termination.

- **For Cause** types of evictions include failure to pay rent, breach of rental contract, threat of violent crimes and nuisance behavior.
- **No Fault** types of evictions include permanent removal of the unit from the rental market (Ellis Act), landlord or immediate relative will move into the unit, or substantial rehabilitation for health and safety.

Click on **Create New** to complete a Notice of Termination form.



Address	Total Amount Owed	Due Date	Notice Date	TerminationCause
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All terminations will require the following information:

- **First date of tenancy** – when the tenant first moved into the unit
- **Initial monthly rent** – what the tenant was paying when they first began their tenancy
- **Current monthly rent** – what the tenant is currently paying in rent
- **Final date of tenancy** – the intended final date that takes into account correct noticing requirements
- **Total amount owed** – the amount that the tenant owes in rent until the final date of tenancy
- **Notice date** – the date when you notified your tenant of the termination
- **Reason for termination** – you will need to indicate the reason for terminating the tenancy. Select one of the appropriate reasons from the dropdown
- **Termination narrative** – here, you will describe the reason for termination, and how the issue aligns with the identified cause
- **Delivery of Notice of Tenant Rights** – all tenants are required to receive a Notice of Tenant Rights document, as stipulated by Marin County Code 3697, the Renter Housing Dispute Resolution (“Mandatory Mediation”). This document can be found on the County’s Mandatory Mediation webpage, at: [www.marincounty.org/mandatorymediation](http://www.marincounty.org/mandatorymediation).
- **Proof of Unit Registration** – The completion of this Landlord Registry is one prerequisite needed to legally terminate in unincorporated Marin. In the event that you will be terminating a tenancy, you must supply proof of registry to your tenant. This can be achieved by taking a screenshot of the completed unit information unit rental history pages. Alternatively, you can contact the Housing & Federal Grants Division to gather proof of your registry.

### Additional Documentation Required

For terminating a tenancy related to **breach of rental contract**, it is required for the landlord to submit a copy of the rental agreement to the County along with the Notice of Termination. The following step will go into more detail around properly sending required documentation.

### Step 3: Saving and Sending the Notice of Termination

Once you have entered all the required information, the screen will show a summary of all the information above that you entered. At the bottom of this screen, you will see a **Save and Print** link, that will allow you to save this page as a PDF document.

#### California Civil Code ¶ 1946 Notice

State law permits former tenants to reclaim abandoned personal property left at the former address of the tenant, subject to certain conditions. You may or may not be able to reclaim property without incurring additional costs, depending on the cost of storing the property and the length of time before it is reclaimed. In general, these costs will be lower the sooner you contact your former landlord after being notified that property belonging to you was left behind after you moved out.

 [Save and Print](#) [Edit](#) | [Back to List](#) | [Back to Main](#)

To properly complete the termination requirements set by County Code 3705, you will need to submit this Notice of Termination document to your tenant in addition to the County of Marin Community Development Agency (CDA). CDA must receive this notice within 10 days of delivery to the tenant(s). As noted above, in the event of a breach of rental contract termination, the landlord must also submit a copy of the rental agreement to CDA.

#### Send to:

County of Marin Community Development Agency

Email: [LandlordRegistry@marincounty.org](mailto:LandlordRegistry@marincounty.org)

Address: 3501 Civic Center Drive, Room 308, San Rafael, CA 94903

## Complete Registry – Final Checklist

To ensure a complete registration, make sure that all the following is complete and included in the registration of your property. Refer to the page numbers in this guide for a step-by-step explanation of each component. If the registry is not accurate or complete, the property will be deemed out-of-compliance with Marin County Code 3705.

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

### Complete Landlord/Property Manager contact information (p. 3)

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

### Complete Property-level information (p. 4)

- 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 (p. 4-5)

- 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 (p. 6)

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

### Complete unit-level information under each parcel for each property (p. 7-8)

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

### Complete rental history information for each unit (p. 8-10)

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