



Marin County Just Cause for Eviction Landlord Registry Guide

Updated February 2022

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 register units 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.

For any questions about this ordinance or registry, please contact Housing and Federal Grants staff by email landlordregistry@marincounty.org or by phone (415) 473-7309.

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Step 1: Gathering Information

We recommend gathering all related documents and information before beginning the registry. 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 (with the [County Community Development Agency](#))
- Rental information for the past year

Step 2: Accessing the Registry

The [landlord registry](#) can be accessed directly.

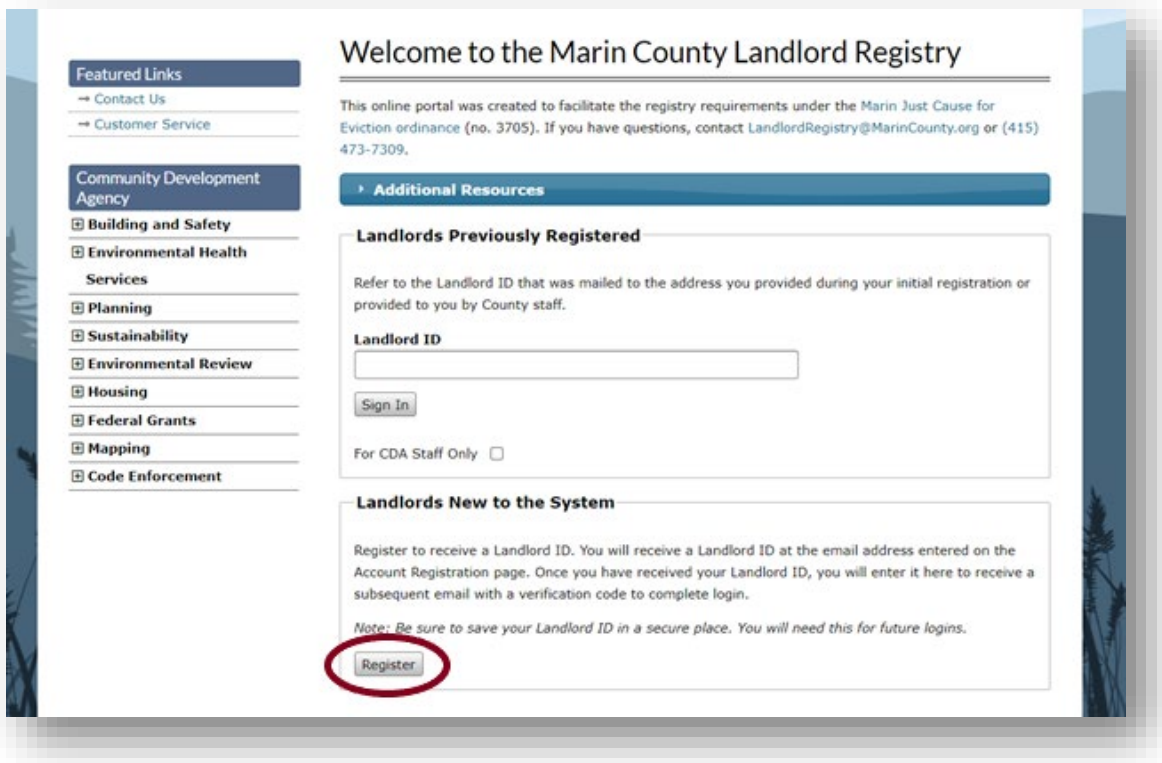
Alternatively, you can access the registry through:

- The Marin County [Just Cause for Eviction](#) webpage
- The Marin County [Renter and Landlord Resources](#) webpage

Step 3: Login

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 or cannot locate your Landlord ID, contact the Housing and Federal Grants Division by email landlordregistry@marincounty.org or by phone (415) 473-7309.

For landlords new to the system: Click on the register link at the bottom of the screen. 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.

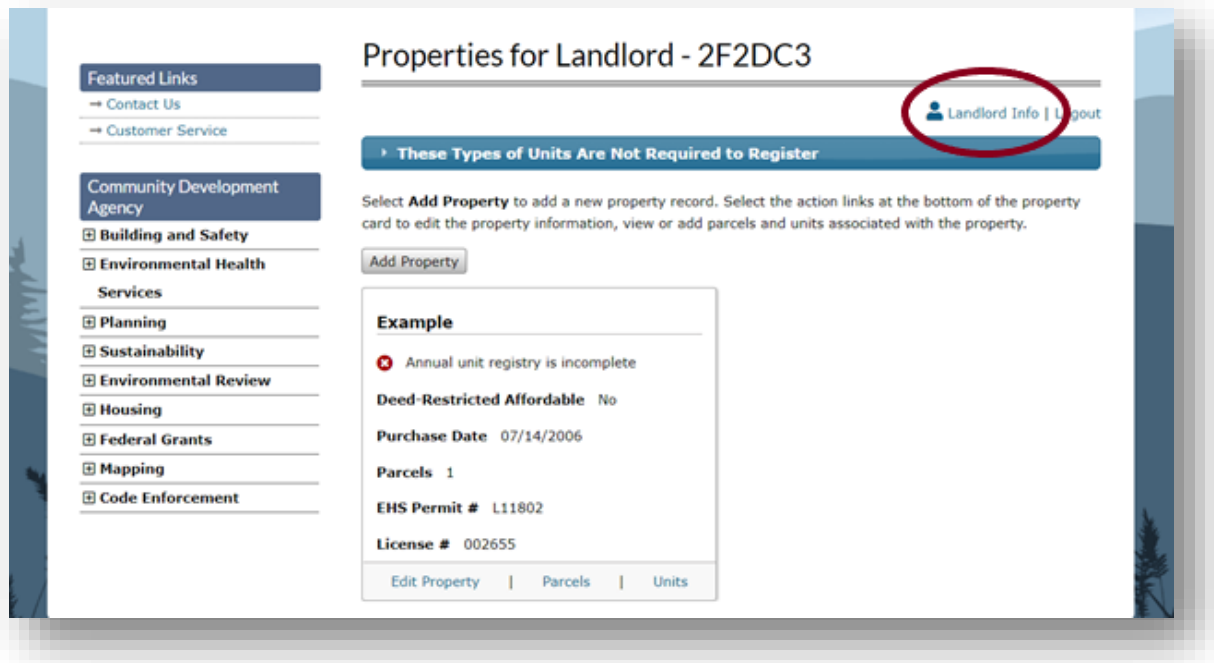


The screenshot shows the 'Welcome to the Marin County Landlord Registry' page. On the left is a navigation menu with 'Featured Links' (Contact Us, Customer Service) and 'Community Development Agency' services (Building and Safety, Environmental Health, Planning, Sustainability, Environmental Review, Housing, Federal Grants, Mapping, Code Enforcement). The main content area has a header, a welcome message, and an 'Additional Resources' section. Below this are two main sections: 'Landlords Previously Registered' with a 'Landlord ID' input field and a 'Sign In' button, and 'Landlords New to the System' with a 'Register' button circled in red. A note below the 'Register' button states: 'Note: Be sure to save your Landlord ID in a secure place. You will need this for future logins.'

Please note: The emails you will receive regarding your login information will be from webmaster@marincounty.org. Please allow for several minutes to receive emails from this address. 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've successfully logged in, you will land on a page that details all the properties associated with the Landlord ID. If it is your first time registering, you will not see any information. To access Landlord Information, click on the "Landlord Info" link to the top-right of the screen.

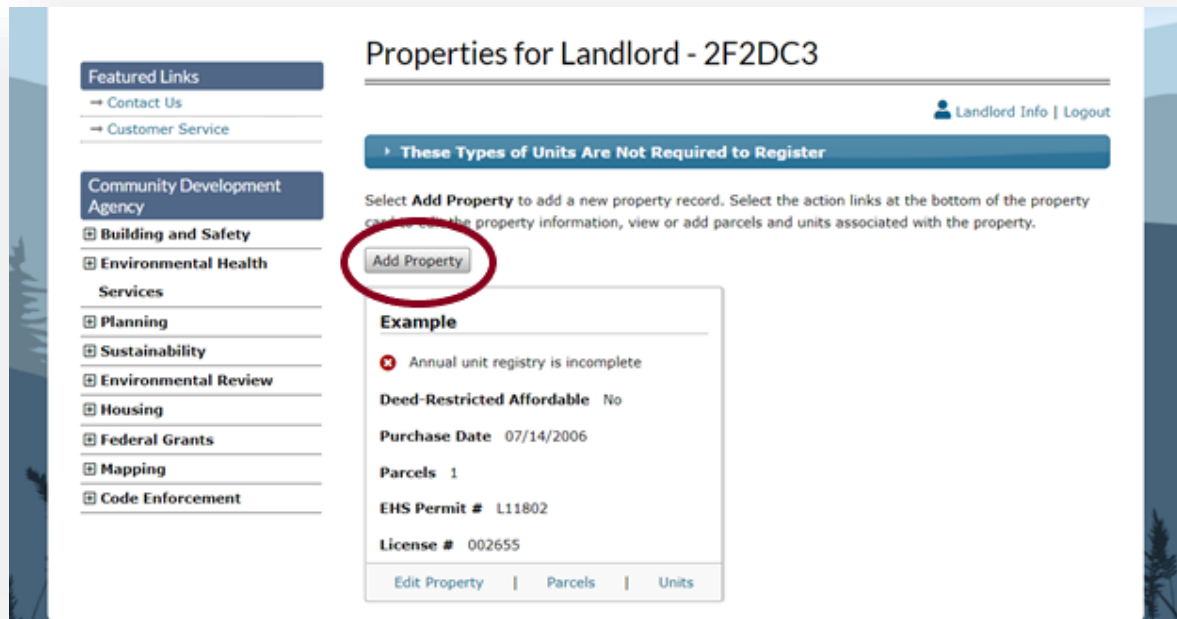


Step 5: Property Information

To add a property, click on the Add Property button. You will be prompted to add the following information:

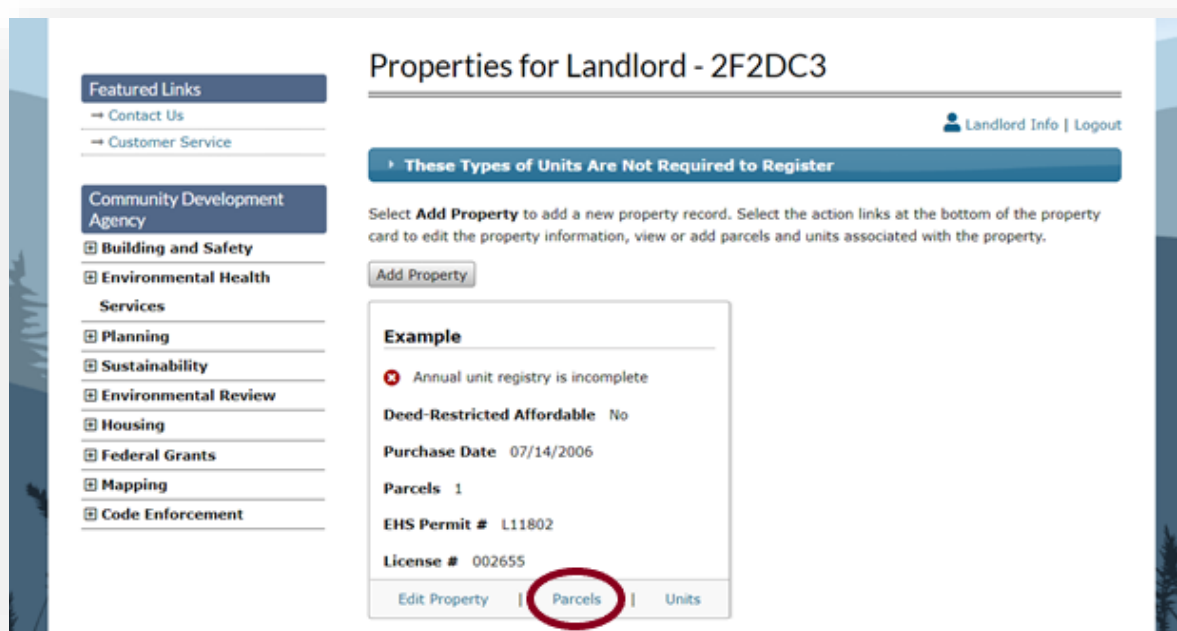
- Whether 49% or more of the units on this property are deed-restricted as affordable
- Property name (a name of your choosing to identify the property)
- Purchase date
- Number of parcels on the property
- Marin County Environmental Health Services (EHS) Permit to Operate number and expiration date
- Marin County Department of Finance Business License number and expiration date

After clicking submit, a property card will populate on the main page.



Step 6: Parcel Information

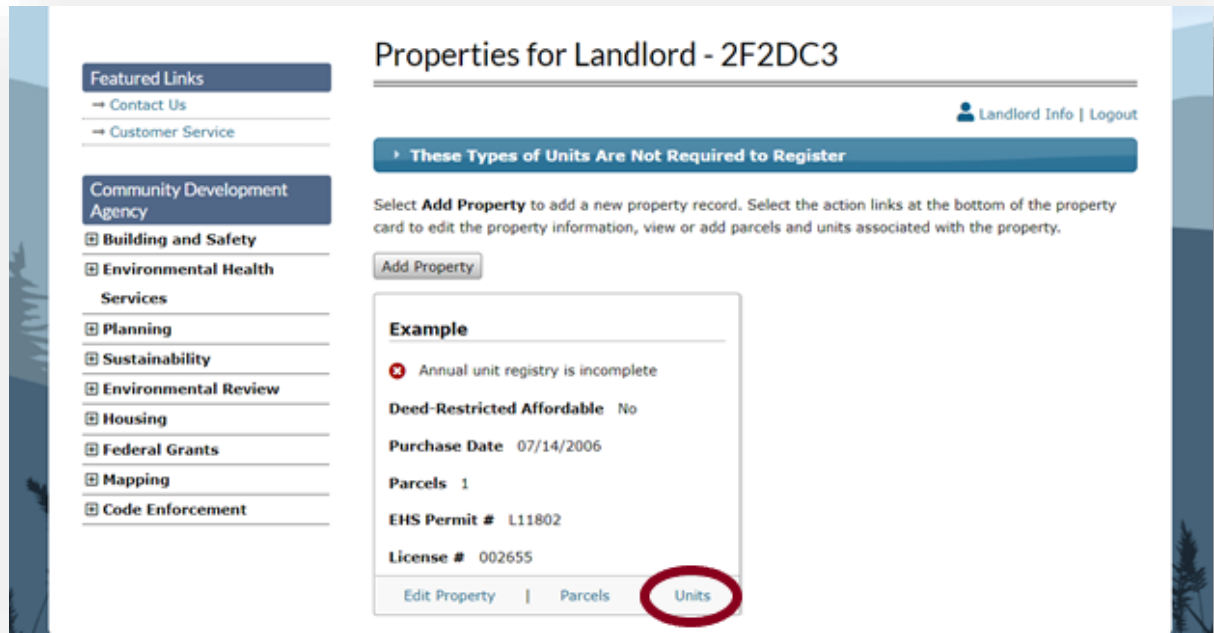
After entering property information, you will need to add all parcel information for this property. Click on the Parcel link within the property card, and then click on the Add Parcel button. Here, you will need to add the parcel number and the number of units associated with the parcel.



Step 7: Unit Information

After entering parcel information, you will need to enter all unit information for the property. You can access the Units page in two places:

1. In the property card on the main page



Featured Links

- Contact Us
- Customer Service

Community Development Agency

- ▣ Building and Safety
- ▣ Environmental Health Services
- ▣ Planning
- ▣ Sustainability
- ▣ Environmental Review
- ▣ Housing
- ▣ Federal Grants
- ▣ Mapping
- ▣ Code Enforcement

Properties for Landlord - 2F2DC3

Landlord Info | Logout

These Types of Units Are Not Required to Register

Select **Add Property** to add a new property record. Select the action links at the bottom of the property card to edit the property information, view or add parcels and units associated with the property.

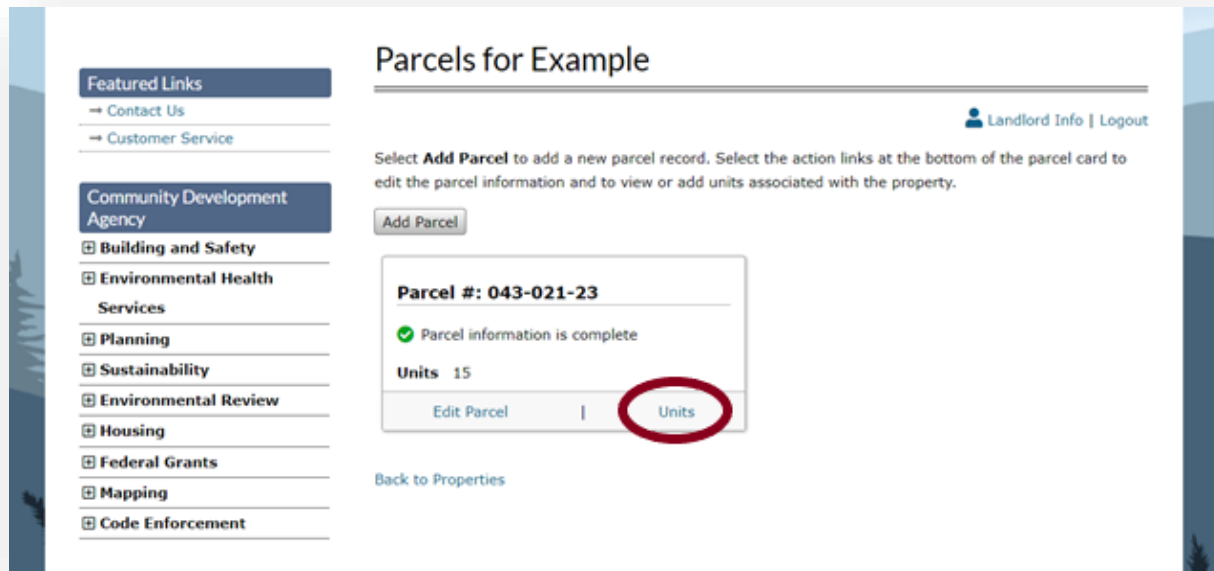
Add Property

Example

- ✖ Annual unit registry is incomplete
- Deed-Restricted Affordable No
- Purchase Date 07/14/2006
- Parcels 1
- EHS Permit # L11802
- License # 002655

Edit Property | Parcels **Units**

2. In the parcel card on the parcel page



Featured Links

- Contact Us
- Customer Service

Community Development Agency

- ▣ Building and Safety
- ▣ Environmental Health Services
- ▣ Planning
- ▣ Sustainability
- ▣ Environmental Review
- ▣ Housing
- ▣ Federal Grants
- ▣ Mapping
- ▣ Code Enforcement

Parcels for Example

Landlord Info | Logout

Select **Add Parcel** to add a new parcel record. Select the action links at the bottom of the parcel card to edit the parcel information and to view or add units associated with the property.

Add Parcel

Parcel #: 043-021-23

- ✔ Parcel information is complete
- Units 15

Edit Parcel | **Units**

Back to Properties



In this section, you will need to add the following information:

- Unit address
- Number of bedrooms
- Whether the unit is exempt from the ordinance
- Utilities that are included in 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 on the [Marin County Just Cause](#) webpage.

Step 8: Rental History/Annual Update

To complete the registry, you'll need to ensure that unit rental history is complete for the previous 12 months. **You will also need to complete an annual update by January 1 of each year to ensure continued compliance with the ordinance.**

To access unit rental history, click on the Rental History link for the unit on the Units page.



Featured Links

- [Contact Us](#)
- [Customer Service](#)

Community Development Agency

- ▣ [Building and Safety](#)
- ▣ [Environmental Health Services](#)
- ▣ [Planning](#)
- ▣ [Sustainability](#)
- ▣ [Environmental Review](#)
- ▣ [Housing](#)
- ▣ [Federal Grants](#)
- ▣ [Mapping](#)
- ▣ [Code Enforcement](#)

Units for Parcel 101-101-01

Select **Add Unit** to add a new unit record.

Select the Actions links to complete any of the following tasks:

- **End Unit** - make changes to the unit address, purchase date, # of bedrooms, exemption type or utilities included in rent
- **Terminations** - view or complete a Notice of Termination
- **Rental History** - select this link to submit your annual rental history information for the previous 12 months or to update previously entered rental history for the unit

Units

✖ Annual rental history update is incomplete

Status	Address	Unit	City	Actions
✖	3501 Civic Center Drive	1	San Rafael	Edit Unit Terminations Rental History
✖	3501 Civic Center Drive	3	San Rafael	Edit Unit Terminations Rental History
✖	3501 Civic Center Drive	4	San Rafael	Edit Unit Terminations Rental History
✖	3501 Civic Center Drive	5	San Rafael	Edit Unit Terminations Rental History
✖	3501 Civic Center Drive	6	San Rafael	Edit Unit Terminations Rental History

[Add Unit](#)

[Back to Parcels](#)

You will be asked to select the year you are entering information for in the drop-down menu. After clicking on the Add button, you will be prompted to enter the monthly rent and occupancy status (vacant, occupied, short-term rental and new tenant) for the first month you are entering for the year, which will be duplicated for the rest of that year. You will be able to edit the rental amounts and occupancy status for any months that differ. After completing the unit rental history, the status for the unit will change from a red X (indicating incompleteness) to a green check.

Featured Links

- [→ Contact Us](#)
- [→ Customer Service](#)

Community Development Agency

- [Building and Safety](#)
- [Environmental Health Services](#)
- [Planning](#)
- [Sustainability](#)
- [Environmental Review](#)
- [Housing](#)
- [Federal Grants](#)
- [Mapping](#)
- [Code Enforcement](#)

Units for Example2

[Landlord Info](#) | [Logout](#)

Select **Add Unit** to add a new unit record.

Select the Actions links to complete any of the following tasks:

- **Edit Unit** - make changes to the unit address, purchase date, # of bedrooms, exemption type or utilities included in rent
- **Terminations** - view or complete a Notice of Termination
- **Rental History** - select this link to submit your annual rental history information for the previous 12 months or to update previously entered rental history for the unit

Parcel # 101-101-01

⊕ Annual rental history update is incomplete

Status	Address	Unit	City	Actions
✓	3501 Civic Center Drive	1	San Rafael	Edit Unit Terminations Rental History
⊕	3501 Civic Center Drive	3	San Rafael	Edit Unit Terminations Rental History
⊕	3501 Civic Center Drive	4	San Rafael	Edit Unit Terminations Rental History
⊕	3501 Civic Center Drive	5	San Rafael	Edit Unit Terminations Rental History
⊕	3501 Civic Center Drive	6	San Rafael	Edit Unit Terminations Rental History

[Add Unit](#)

[Back to Properties](#)

Unit Tenancy Termination

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:

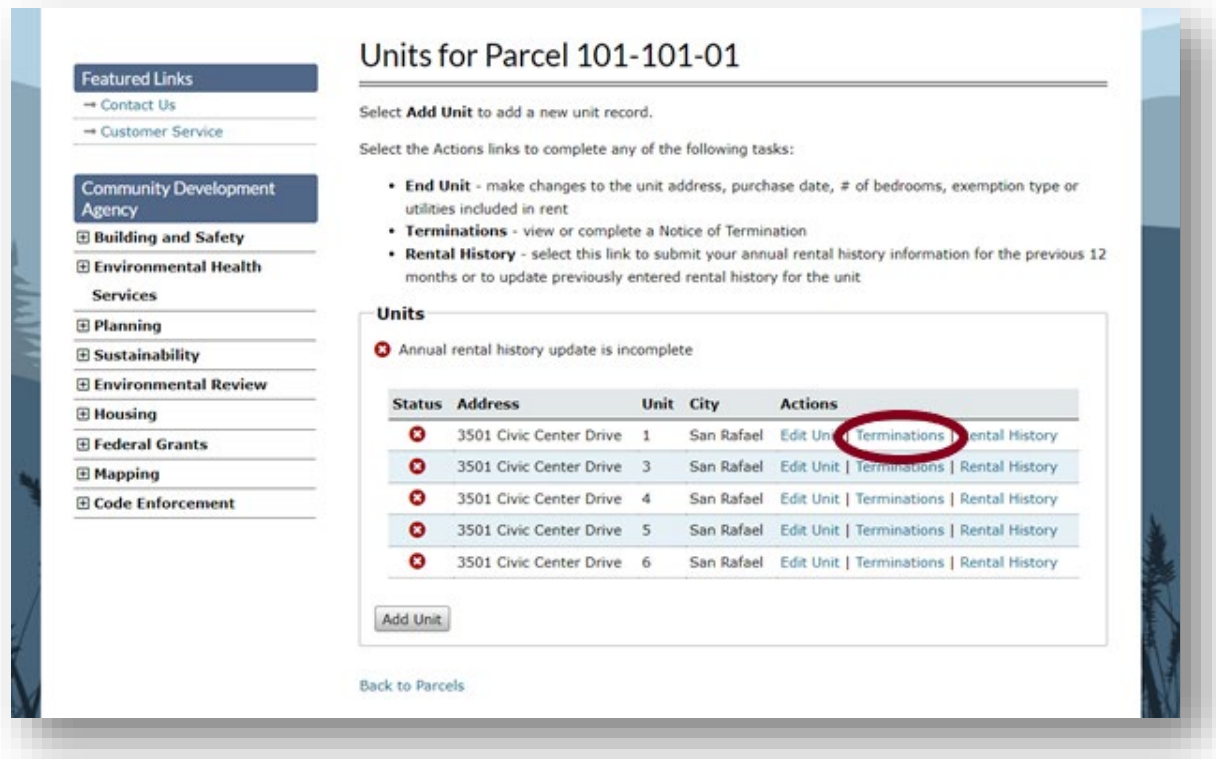
- **No Fault**, which includes failure to pay rent, breach of rental contract, threat of violent crimes and nuisance behavior
- **For Cause**, which includes the landlord's permanent removal of the unit from the rental market (Ellis Act), landlord or immediate relative will move into the unit, or substantial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

To terminate a tenancy, you will need first navigate to the Unit page. From there, you will click on the Terminations link for the unit.



Units for Parcel 101-101-01

Select **Add Unit** to add a new unit record.

Select the Actions links to complete any of the following tasks:

- **End Unit** - make changes to the unit address, purchase date, # of bedrooms, exemption type or utilities included in rent
- **Terminations** - view or complete a Notice of Termination
- **Rental History** - select this link to submit your annual rental history information for the previous 12 months or to update previously entered rental history for the unit

Units

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[Back to Parcels](#)

A termination will ask for the following information:

- **Notice date** – the date when you notified your tenant of the termination
- **Reason for termination** – you will need to indicate the reasons 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
- **Final date of tenancy** – the intended final date that takes into account correct noticing requirements
- **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.
- **Proof of Unit Registration** – The completion of this Landlord Registry is one prerequisite needed to legally terminate a tenancy in unincorporated Marin. If you are 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.

- **Current monthly rent** – what the tenant is currently paying in rent
- **Amount owed and due date** – the amount that the tenant owes in rent until the final date of tenancy
- **Initial monthly rent** – what the tenant was paying when they first began their tenancy
- **First date of tenancy** – when the tenant first moved into the unit

Additional Documentation Required: A termination of tenancy related to **breach of rental contract** requires 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.

After you complete the termination and click Save, a PDF copy will be sent to your email address on file.

Complete Registry Checklist

All items marked with a red asterisk (*) are required.

- Complete landlord/property manager contact information
 - Landlord information*
 - Manager information
 - Security question*
- Complete property information
 - Property information* (name, purchase date, number of parcels)
 - Environmental Health Services (EHS) Permit to Operate number and expiration date* (required for properties with three or more non-owner-occupied units on a parcel)
 - Department of Finance Business License number and expiration date*
- Complete parcel information
 - Parcel number*
 - Number of units on the parcel*
- Complete unit information
 - Unit address*
 - Number of bedrooms*
 - Purchase date
 - Exemption type
 - Utilities included in rent*
- Complete annual update for each unit, and updated each year thereafter by January 1*



Requests for disability accommodations may be made by phoning **(415) 473-7309** (Voice), CA Relay 711 or by e-mail at LandlordRegistry@MarinCounty.org. Copies of documents are available in alternative formats, upon request.