



CITY OF SANTA ANA
20 Civic Center Plaza • P.O. Box 1988
Santa Ana, California 92702
(714) 667-2209
rso@santa-ana.org

Property Owner Affidavit of Non-Rental

Effective November 18, 2022, the City of Santa Ana enacted Ordinance No. NS-3027 known as the Rent Stabilization and Just Cause Eviction Ordinance (“Ordinance”). Under the Ordinance, the City shall create a Rental Registry and all Landlords with Rental Units in the City of Santa Ana shall complete and submit Registration Forms for each Rental Unit. If you do not own at least one Rental Unit and received correspondence from the Rent Stabilization Program, please complete this form and provide the required documentation to the City in order to apply to be provisionally withdrawn from further correspondence regarding the Rental Registry. The City reserves its right to request documentation, if necessary, in order to confirm your statements made under penalty of perjury.

Please utilize the following process for the submission of an Affidavit of Non-Rental to the City:

- A Written Affidavit shall be submitted to the Program Administrator at rso@santa-ana.org. Emailed submissions shall have a subject line titled “Withdrawal from Rental Registry – Address”.
- **OR** mail the completed form to:
City of Santa Ana
Attention: Rent Stabilization Division
20 Civic Center Plaza, M-26
P.O. Box 1988
Santa Ana, CA 92702
- The Written Affidavit will be marked as received and kept on file for the real property.

Should your real property be offered or available for rent for residential use or occupancy in the City at any time in the future, you may be required to register your rental unit or claim your rental unit exempt from the Ordinance in the City’s Rental Registry. Please review the Ordinance to determine your legal obligation to update the City. The Rent Stabilization Program may intermittently monitor the status of your real property and request current information.

If you have any questions regarding this Affidavit, please contact a representative at (714) 667-2209 or rso@santa-ana.org. A copy of the Ordinance can be found [HERE](#).

Real Property Information

Property Address: _____

Owner Information

First and Last Name: _____

Mailing Address: _____

Primary Phone Number: _____ Email address: _____

Non-Rental Explanation

- Owner-Occupied Single Family Dwelling
- Owner-Occupied Condominium
- Other _____

Owner’s Declaration Under Penalty of Perjury

I declare as follows:

I am the owner of the real property referenced in this Affidavit. I am authorized to submit this Affidavit and supporting documentation in reference to the real property which is the subject of this Affidavit.

The real property referenced in this Affidavit, including any room or bedroom, is **NOT** being used for any rental purposes and will NOT be used for any rental purposes in the immediate future,.

There are no Tenants residing in the real property referenced in this Affidavit.

I am not collecting any rental income from the real property referenced in this Affidavit.

I am aware of the requirements of the Rent Stabilization and Just Cause Eviction Ordinance and I will comply with the provisions of the Ordinance. Upon any commencement of an oral or written lease for the residential real property which is the subject of this Affidavit, I will register the real property and comply with the provisions of the Ordinance.

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

Property Owner’s Signature(s)

Printed Name	Signature	Date
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**This section does not need to be notarized.*