

ORDINANCE NO. \_\_\_\_

**AN ORDINANCE OF THE CITY OF SAN LEANDRO CITY COUNCIL TO  
AMEND SAN LEANDRO MUNICIPAL CODE CHAPTER 4-45  
TO REVISE THE RENTAL REGISTRATION FILING DEADLINE  
FROM JANUARY 31 TO JULY 31**

**WHEREAS**, pursuant to Article XI, Section 7 of the California Constitution, the City of San Leandro ("City") has broad authority to maintain the public peace, health and safety of its community, preserve the quality of life for its residents, and may make and enforce all regulations and ordinances using its police powers to do so; and

**WHEREAS**, the City has developed goals, policies and programs that directly address the City's housing needs; and

**WHEREAS**, on April 21, 2025, the City Council of the City of San Leandro adopted Ordinance No. 2025-002, which added Chapter 4-45, "Rental Registry", to the San Leandro Municipal Code and requires property owners to register rental units within the City; and

**WHEREAS**, pursuant to Ordinance No. 2025-002, each landlord shall file an annual registration statement by no later than January 31 of each year, beginning with January 31, 2026; and

**WHEREAS**, the need for additional software development has delayed the implementation timeline, making it necessary to revise the filing deadline for annual registration statements; and

**WHEREAS**, to ensure a smooth rollout, the City would like to reschedule the first filing deadline to July 31, 2026.

**NOW, THEREFORE**, the City of San Leandro City Council does **ORDAIN** as follows:

**SECTION 1. Recitals.**

The above recitals are true and correct and made a part of this Ordinance.

**SECTION 2. Municipal Code Section 4-45-120(a) Amendment.**

San Leandro Municipal Code Section 4-45-120, subsection (a), is hereby amended to read as follows:

- (a) No later than July 31 of each year, each landlord shall file with the Program Administrator an annual registration statement for each of the landlord's rental units, on a form prescribed by the Program Administrator.

**SECTION 3. Municipal Code Section 4-45-120(b) Amendment.**

San Leandro Municipal Code Section 4-45-120, subsection (b), is amended to read as follows:

(b) The registration statement shall include, but not be limited to:

- (1) Site address and Assessor Parcel Number (APN);
- (2) Date purchased by current owner;
- (3) Year built;
- (4) Type of rental housing (single family, duplex, triplex, etc.);
- (5) Total number of rental units;
- (6) Total number of rental units exempt from this Ordinance;
- (7) Owner type (individual, corporation);
- (8) The name(s), business address(es), and business telephone number(s) of each person or legal entity possessing an ownership interest in the rental unit and the nature of such interest;
- (9) The name(s), business address(es), and business telephone number(s) of the person responsible for managing the rental unit;
- (10) The rent for the rental unit effective on July 1 of the current year;
- (11) The rent for the rental unit effective on July 1 of the previous year;
- (12) A listing of all other charges, including utilities not included in rent, paid by tenant, and the approximate amount of each such charge if such amount was established by the landlord; and
- (13) All other information required by the Program Administrator.

#### **SECTION 4. CEQA.**

Approval of this Ordinance is exempt from further environmental review under the general rule in California Environmental Quality Act (CEQA) Guidelines Section 15061(b)(3) that CEQA only applies to projects that have the potential for causing a significant effect on the environment. The proposed ordinance does not authorize any new use, activity, or construction, and merely establishes a requirement to submit certain information to the City. Accordingly, it can be seen

with certainty that there is no possibility that the ordinance will have a significant effect on the environment.

**SECTION 5. Severability.**

If any sections, subsections, sentences, clauses, phrases, or portion of this ordinance are for any reason held invalid or unconstitutional, such decision shall not affect the validity of the remaining portions of this ordinance. The City Council hereby declares that it would have passed this and each section, subsection, phrase or clause of this ordinance whether or not any one or more sections, subsections, phrases or clauses may be declared invalid or unconstitutional on their factor as applied.

**SECTION 6. Publication and Effective Date.**

This ordinance shall become effective thirty (30) days following its adoption. The City Clerk's Office shall publish and post the ordinance in accordance with California Government Code Section 36933.

Introduced by Councilmember \_\_\_\_\_ and passed to print on the 6<sup>th</sup> day of October, 2025 by the following called vote:

AYES: ()

NOES: ()

ABSENT: ()