

IN THE CITY COUNCIL OF THE CITY OF SAN LEANDRO

**ORDINANCE NO. 2026-XXX**

**ORDINANCE AMENDING SAN LEANDRO MUNICIPAL CODE SECTION 4-45-120 TO REVISE THE ANNUAL RENTAL REGISTRY FILING DEADLINE FROM JULY 31 TO JANUARY 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**, on April 21, 2025, the City Council adopted Ordinance No. 2025-002, which added Chapter 4-45, “Rental Registry,” to the San Leandro Municipal Code, requiring residential landlords to annually register rental units with the City, with an initial filing deadline of January 31 of each year, beginning January 31, 2026; and

**WHEREAS**, on October 20, 2025, the City Council adopted Ordinance No. 2025-013, amending Section 4-45-120(a) to revise the filing deadline from January 31 to July 31, 2026, to allow additional time for software development necessary to support the Rental Registry program; and

**WHEREAS**, on February 2, 2026, the City Council adopted Ordinance No. 2026-001, adding Chapter 4-46, “Residential Rent Stabilization,” to the San Leandro Municipal Code, with all requirements of that Chapter becoming binding on January 1, 2027; and

**WHEREAS**, Staff has evaluated the Rental Registry filing deadline in light of the Rent Stabilization Ordinance effective date and the City’s existing administrative cycles, and recommends amending the annual filing deadline from July 31 to January 31, beginning with January 31, 2027; and

**WHEREAS**, a January 31 filing deadline aligns with the City’s existing annual Business License renewal cycle (January–December), consolidating payment touchpoints for landlords who also hold business licenses and reducing administrative burden for both landlords and City staff; and

**WHEREAS**, moving the first registration deadline to January 31, 2027 allows additional time to finalize the registration software platform and conduct robust landlord outreach and training, supporting higher compliance rates at program launch; and

**WHEREAS**, the City Council finds that amending the annual registration filing deadline from July 31 to January 31 is necessary to ensure the Rental Registry program launches effectively, produces meaningful and timely data, and is administered efficiently in coordination with related City programs.

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

- (a) No later than January 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. The first annual registration statement shall be due no later than January 31, 2027.

**SECTION 3. Amendment to Municipal Code Section 4-45-120(b).** 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 January 1 of the current year;
- (11) The rent for the rental unit effective on January 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. All Other Provisions Unchanged.** All other provisions of Chapter 4-45 of the San Leandro Municipal Code not expressly amended by this Ordinance shall remain in full force and effect.

**SECTION 5. 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 revises an administrative deadline for the submission of information to the City. Accordingly, it can be seen with certainty that there is no possibility that this Ordinance will have a significant effect on the environment.

**SECTION 6. Severability.** If any section, subsection, sentence, clause, phrase, or portion of this Ordinance is for any reason held invalid or unconstitutional by a court of competent jurisdiction, 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 Ordinance and each section, subsection, phrase, or clause thereof irrespective of the fact that any one or more sections, subsections, phrases, or clauses may be declared invalid or unconstitutional.

**SECTION 7. Publication and Effective Date.** This Ordinance shall become effective thirty (30) days following its adoption. The City Clerk's Office shall publish and post this Ordinance in accordance with San Leandro Municipal Code section 1-1-325.

Introduced by Councilmember \_\_\_\_\_ and passed to print on the 20<sup>th</sup> day of April 2026, by the following vote:

**AYES:** \_\_\_\_\_ ()

**NOES:** \_\_\_\_\_ ()

**ABSENT:** \_\_\_\_\_ ()

Passed and adopted the \_\_\_\_ day of \_\_\_\_\_ 2026 after publication on \_\_\_\_\_ 2026, by the following vote:

**AYES:** \_\_\_\_\_ ()

**NOES:** \_\_\_\_\_ ()

**ABSENT:** \_\_\_\_\_ ()

**ATTEST:**

\_\_\_\_\_  
Sarah K. Bunting  
City Clerk

DRAFT