



City of Alameda Rent Program
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• FORM RP-201 •

Landlord Submission of a Termination of Tenancy Notice Based on Owner Move-In

Contact us if you need translation services or reasonable accommodations due to disabilities.

PURPOSE

A landlord must file this form and required documentation with the Rent Program after serving a tenant with a notice of termination of tenancy based on the ground of Owner Move-In pursuant to section 6-58.80(E), Alameda Municipal Code (AMC).

A termination of tenancy based on Owner Move-In is permitted when the owner seeks in good faith to recover possession of the Rental Unit for use and occupancy as a primary residence by the landlord/owner, or his/her spouse, domestic partner, children, parents, grandparents, grandchildren, brother, sister, father-in-law, mother-in-law, son-in-law, or daughter-in-law. The reason for the termination of tenancy must be made honestly and without intent of deception.

This form must be used for terminating a tenancy based on Owner Move-In. For other allowable grounds for terminating a tenancy, use the following. Forms are available at www.alamedarentporgram.org:

- If terminating a tenancy based on Withdrawal of the Rental Unit from the Rental Market or Demolition, use Form RP-202.
- For temporary terminations of tenancy based on Compliance with a Governmental Order, use Form RP-207 (Notice of Entitlement to Relocation Payments With a Temporary Termination of Tenancy).
- If a landlord believes that a tenant must be displaced, even temporarily, because of work associated with Capital Improvements, the landlord must file a Capital Improvement Plan application prior to taking any action to relocate the tenant or terminate the tenancy. See Rent Control Ordinance Regulation 23-01.
- For terminations of tenancy based on “for cause” grounds (e.g., Failure to Pay Rent, Breach of Lease, Nuisance, and Failure to Give Access), refer to state law. There is no requirement to file “for cause” terminations of tenancy with the Rent Program.

INSTRUCTIONS

Within three (3) calendar days after service of the termination of tenancy notice on the tenant, the landlord must file a copy of the following documents with the Rent Program:

1. A completed copy of this Form RP 201
2. A copy of the termination of tenancy notice that was served on the tenant. Include any attachments that accompanied the notice. See section 6-58.110, AMC, for more information on the City of Alameda's requirements for termination of tenancy notices.
3. Documentation demonstrating that the owner terminating the tenancy is a natural person, as defined by section 6-58.80(E)(1), AMC. Documentation to satisfy this includes, but is not limited to, photo identification, driver's license, voter registration, etc.
4. Documentation demonstrating that the owner terminating the tenancy holds at least 50% of ownership of the property. Documentation to satisfy this includes, but is not limited to, a grant deed, trust documents, etc.

These documents may be submitted by email, mail, or fax.

PROCEDURE

After staff review of the termination of tenancy notice for compliance with the City's Rent Ordinance, the tenant and landlord will receive the following information:

- If the notice is found to be in compliance with the Rent Ordinance, the parties will be informed of the relocation payment owed to the tenant and restrictions that will be placed on renting or residing in the unit in the future.
- If the notice is found to be non-compliant with the Rent Ordinance, the parties will be informed of the deficiencies and the landlord will be directed to take corrective action. Most often, this means rescinding the invalid notice.

RESTRICTIONS

The owner or qualifying family member must move into the unit within 60 days after the tenant vacates and reside in the unit as the person's primary residence for at least three years. The person moving into the unit will be contacted at future dates to submit documents that confirm compliance with the above described restriction. Primary residency requirements for persons who occupy the unit continue to apply regardless of a change in ownership. During the time the restrictions apply, an owner must disclose to any buyer and/or buyer's agent that the dwelling unit is subject to the Rent Ordinance and the occupancy restrictions.

FOR YOUR INFORMATION

- All forms become public record when submitted to the Rent Program and are subject to disclosure under the California Public Records Act and the City of Alameda's Sunshine Ordinance.
- There are also Notice of Termination of Tenancy requirements under state law. Failure to comply with state law may render a notice to terminate a tenancy null and void. The Rent Program does not review notices for compliance with state law and does not offer legal advice concerning such notices.

Declaration

All owners of the rental unit must sign.

Attach, if necessary, a separate sheet with names, signatures, and date of signing.

I declare under penalty of perjury under the laws of the State of California that:

1. I have read and reviewed the content of this form
2. The information I have provided in this form is true and correct to the best of my knowledge and belief.
3. All attachments are either original documents or true and correct copies of the original documents.
4. I have read the Rent Ordinance and the Regulations/policies that the City has promulgated to implement the Rent Ordinance and will abide by the Rent Ordinance, the Regulations and policies.
5. I will disclose to any buyer and/or buyer's agent that the rental unit is subject to the Ordinance and subject to any restrictions including those identified in section 6-58.30, AMC.
6. This declaration was executed on _____, 20_____
at _____, California.

Print Name (Owner)

Signature (Owner)

Contact Information

Tenant Information:

Name(s): _____

Unit Address: _____

Phone: _____ Email: _____

Owner Information (must include contact information for monitoring purposes):

Name(s): _____

Address: _____

Phone: _____ Email: _____

Owner Representative Information:

Name(s): _____

Address: _____

Phone: _____ Email: _____

Tenancy Information

1. Start date of tenancy? _____ / _____ / _____
Month Day Year

2. When was the termination of tenancy notice served on the tenant? _____ / _____ / _____
Month Day Year

3. When is the effective date that the tenant must vacate the unit? _____ / _____ / _____
Month Day Year

4. How was the termination of tenancy notice served? In-Person _____ Post and Mail _____
Other (please specify) _____

5. Does the landlord participate in the Section 8 Housing Choice Voucher program for this unit?
No _____ Yes _____

6. What is the current monthly rent? \$ _____

7. Has the rent increased at this unit within the previous 12 months? No Yes

Monthly rent prior to increase: \$ _____ Effective date: _____ / _____ / _____
Month Day Year

8. Please indicate utilities, fees, charges, or services included with the rent:
Gas Electricity Water Garbage Parking Pet rent

Other: _____

Property Information

9. Number of units in the building? _____ 10. Number of bedrooms in the unit? _____

11. Are there currently any vacant units on the property that are "comparable" as defined in section 6-58.15(J), AMC. No Yes

Occupancy information

12. Name of person moving into the unit: _____
Include this information in the termination notice served on the tenant.

13. Relationship to the owner: _____
Include this information in the termination notice served on the tenant.

Permanent Relocation Payment

14. Current number of occupants? Ages 0-17: _____ Ages 18-61: _____ Ages 62+: _____

15. Do any of the occupants have a disability? No Yes

16. Please indicate the relocation payment due to the tenant by placing a check next to the appropriate amount. A "Qualified Tenant Household" is a household with a tenant who (i) is a Senior Adult, (ii) is a person with a Disability or (iii) has at least one child under the age of 18 residing in the household. For all other tenant households, use the appropriate base amount.

Rental Unit Size	Base Amount	Qualified Tenant Household Amount
Studio	\$6,340 _____	\$8,309 _____
1 bedroom	\$7,222 _____	\$9,499 _____
2 bedrooms	\$8,343 _____	\$11,147 _____
3 bedrooms	\$10,476 _____	\$14,379 _____
4+ bedrooms	\$12,242 _____	\$17,029 _____

Amounts effective July 1, 2024. Include amount in termination notice served on tenant.