



• **FORM RP-208** •
Notices and Materials to be Provided to a Tenant

*Contact the Rent Program if you need translation services
or reasonable accommodations due to disabilities.*

Instructions: This is a sample form that a landlord may use to provide notice and materials to a tenant regarding the City of Alameda's Rent Program.

Note:

- A landlord does not need to file this form with the Rent Program.
- A landlord and tenant should keep a copy of this document for their records.
- A landlord may give a tenant an electronic copy of this form if the tenant agrees and confirms that the tenant has access to the internet.

The City of Alameda requires that a landlord provide all prospective tenants the following:

- a) A written notice that the tenant's rental unit is subject to the City's rent ordinances,
- b) A copy of the current rent ordinances as they exist at the time of the notice,
- c) A copy of the current City regulations that implement the ordinances, and
- d) Copies of the current informational brochures provided by the Rent Program that explain the City's rent ordinances and regulations.

A landlord may satisfy the above requirements by providing a tenant with information explaining how to find these documents on the internet. However, the tenant must agree to this in writing and if the tenant does not have internet access or requests hard copies of the documents, the landlord must provide hard copies.

Information about the City's Rent Ordinances and Regulations:

The Alameda City Council adopted Ordinance 3250 concerning "Rent Control, Limitations on Evictions and Relocation Payments to Certain Displaced Tenants" in the City that became effective on September 3, 2019. This Ordinance repealed and replaced all earlier rent-stabilization related ordinances that were in effect in the City before September 3, 2019.

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Ordinance 3250 establishes an Annual General Adjustment (AGA) of rent increases for most rental units in the City, permits “banking” of unused AGA’s subject to limitations, requires an annual rent registry for all rental units, and sets forth a petition process for upward and downward adjustments of rent.

In addition, the City’s rent ordinances and regulations require:

- ✓ Landlords to file certain termination notices with the Rent Program
- ✓ Landlords to provide tenants relocation assistance for certain terminations of tenancy

Tenants may learn about their rights by visiting this website:

www.alamedarentprogram.org



On the website a tenant will find the following information about the Rent Program:

- Ordinance 3250, and related regulations
- Program informational materials and Frequently Asked Questions (FAQ’s)
- Legal, social, housing and other community resources
- Registration for in-person educational workshops
- Pre-recorded workshops that can be watched anywhere, anytime

By signing this form, you acknowledge that you have received the information listed above regarding where to find the information required by the City’s rent ordinances and regulations.

Tenant

Print Name _____ Signature _____ Date _____

Optional: Tenant Request for Hard Copies

Fill out the following statement if the tenant chooses to receive hard copies of these materials.

I, _____, (the Tenant signing above) request the information listed in Section 6-58.25, AMC, be given to me in hard copy form because I do not have reasonable access to the internet.

All materials submitted become the property of the City of Alameda and the Housing Authority of the City of Alameda and are subject to the laws governing Public Records.