



City of Alameda Rent Program
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• **FORM RP-100 - COVER FORM** •
Tenant Rent Review

Contact us if you require translation services or reasonable accommodations due to a disability.

OVERVIEW

Tenants may use these forms to request review of matters related to their monthly rent payments, including (A) petitioning for a downward adjustment of rent, (B) contesting the registration information submitted by the landlord or the determination of Maximum Allowable Rent, and/or (C) requesting staff review of a rent increase notice.

FOR YOUR INFORMATION

This form becomes a public record when submitted and is subject to disclosure under the California Public Records Act and the City of Alameda's Sunshine Ordinance.

Please answer the following questions and include the relevant attachment with this form.

1. Rental Unit Address: _____

2. Would you like to request interpretation services? : No Yes, _____
Language

3. Please check the reason(s) for which you are filing this request and include all necessary attachments and documentation, as instructed on each form.

DOWNWARD RENT ADJUSTMENT - ATTACHMENT A
This form may be used to petition for a downward adjustment of rent based on a decrease in housing services or landlord's failure to comply with City rent regulations.

BASE RENT/ HOUSING SERVICES/ MAXIMUM ALLOWABLE RENT - ATTACHMENT B
This form may be used to file a petition contesting:
1) the Base Rent or Housing Services included with the Base Rent as reported by the landlord; or
2) the Program Administrator's determination of the Maximum Allowable Rent.

REQUEST TO REVIEW RENT INCREASES - ATTACHMENT C
This form may be used to file a petition requesting that Rent Program staff review a rent increase notice to ensure that it complies with the City's rent ordinances and regulations.

Contact Information

4. Tenant Contact Information (As needed, attach pages for additional tenants):

Name(s): _____

Phone: _____ Email: _____

5. Owner Information (if known):

Name(s): _____

Address: _____

Phone: _____ Email: _____

6. Property Manager Information (if known):

Name(s): _____

Address: _____

Phone: _____ Email: _____

Rent History

7. What is the start date of tenancy? : ____/____/____
mm/dd/yyyy

8. What is your current monthly rent? : \$ _____

9. What is the Base Rent? (Rent paid on September 1, 2019. If current tenancy began after September 1, 2019, enter rent paid on start date.) : \$ _____

10. What are the Housing Services included with the Base Rent? (Check all that apply)

Do not include housing services or amenities that are identified (a) in a separate written agreement between the landlord and the tenant, or (b) specifically within the rental agreement itself but the landlord and tenant have agreed in the rental agreement that the amount is not to be included in the Base Rent.

Parking___ Water___ Gas___ Electric___ Laundry___ Refuse/Recycling___

Pets___ Storage___ Gym/Pool___ Other_____

Exemption Status

11. Is this unit subsidized with governmental assistance, e.g., a Section 8 Housing Choice Voucher or subject to an agreement that regulates rent? No Yes

Declaration

I/We declare under penalty of perjury under the laws of the State of California that the information provided on this form and any attachments are true and correct to the best of my/our knowledge and belief.

_____ Signature _____ Date _____
Print Tenant Name

_____ Signature _____ Date _____
Print Tenant Name