



City of Alameda Rent Program  
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## • FORM RP-100 – ATTACHMENT C • Tenant Request to Review Rent Increases

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

### **PURPOSE**

A tenant should file this form with the Rent Program to request that the Program staff review a rent increase notice to ensure that it complies with the City's rent ordinances and regulations.

### **REQUIRED DOCUMENTS**

In addition to filing this form, a tenant must file a copy of the rent increase notice that the landlord served on the tenant, as well as any attachments to the notice.

If the tenant does not have a copy of the rent increase notice, the tenant may submit alternative documentation to show the rent was increased, such as checks or bank statements, showing an increased rent payment.

### **DEADLINE**

The required documents should be filed with the Rent Program at the tenant's earliest opportunity to ensure timely review. Rent Program staff may only "look back" three years from the time this request is filed to determine if previous notices of rent increases complied with the City's rent ordinances and regulations.

### **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.

### **PROCEDURE**

A tenant may file this form by email, mail, fax, in person, or submit it online at [www.alamedarentprogram.org](http://www.alamedarentprogram.org). This "instructions page" does not need to be submitted.

Rent Program staff will contact you within two business days of receiving this form to confirm receipt and/or discuss next steps.

**Contact Information**

**Tenant Information:**

Name(s): \_\_\_\_\_

Unit Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Landlord Information:**

Name(s): \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Rent Increase Information**

1. Please fill out the following table for each rent increase beginning three years from the date this request is filed with the Rent Program or the date the tenancy started, whichever is later. Attach additional sheets if needed.

Date Notice was Served on Tenant	Rent Amount Before Increase	Increase Amount	Increase Percentage	Rent Amount After Increase	Effective Date of Increase
___/___/___	\$	\$	%	\$	___/___/___
___/___/___	\$	\$	%	\$	___/___/___
___/___/___	\$	\$	%	\$	___/___/___
___/___/___	\$	\$	%	\$	___/___/___
___/___/___	\$	\$	%	\$	___/___/___

Attach a copy of each rent increase notice that you would like reviewed, along with any documents that were included with it. Please see form instructions for additional information.

2. What was the start date of the tenancy? \_\_\_/\_\_\_/\_\_\_ (mm/dd/yyyy)

3. Total years and months of the tenancy \_\_\_\_\_

**Property Information**

4. Do you receive governmental rental assistance, e.g., Section 8 Housing Choice Voucher?

No       Yes

5. In the past 12 months, has the building changed ownership?

No       Yes       I don't know

6. Is the unit: A) a single-family home built anytime, B) a condominium built anytime, or C) in a multi-unit building that was built after February 1995?

No       Yes       I don't know

7. Number of units in building \_\_\_\_\_ Stories \_\_\_\_\_

8. Unit details:

• Number of bedrooms \_\_\_\_\_ Bathrooms \_\_\_\_\_ Square footage \_\_\_\_\_

• Current number of occupants: Age 0-17 \_\_\_\_\_ Age 18-61 \_\_\_\_\_ Age 62+ \_\_\_\_\_

9. Are there any housing services (e.g., utilities, parking, etc.) that were included in the rent before a rent increase, but were charged separately after the increase?

No       Yes, (please specify) \_\_\_\_\_

**Additional Information**

10. Attach a written statement explaining any additional details you believe will help staff determine if the rent increase notices are in compliance with the City's ordinances and regulations.

**Declaration**

I declare (or certify) under penalty of perjury under the laws of the State of California that:

1. The information in this form is true and correct to the best of my knowledge and belief.

2. All attachments I have included herewith are either the originals or true and correct copies of the originals.

3. This declaration (certification) was executed on \_\_\_\_\_, 20\_\_\_\_\_

at \_\_\_\_\_, California.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature