



City of Alameda Rent Program  
701 Atlantic Avenue  
Alameda, CA 94501

PHONE (510) 747-4346  
FAX (510) 764-7555  
TTY/TRS 711  
EMAIL [rentprogram@alamedahsg.org](mailto:rentprogram@alamedahsg.org)

## • FORM RP-101 •

### Tenant Request for a Review of a Termination of Tenancy Notice

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

#### **PURPOSE**

A tenant should file this form with the Rent Program along with the required documents to request a review of a termination of tenancy notice for compliance with the City of Alameda's Rent Ordinance when the reason for the termination is one of the following:

- Owner move-in
- Demolition
- Capital Improvement Plan
- Withdrawal of the rental unit from the rental market
- Compliance with a governmental order
- Grounds not stated

Please take note, the Rent Program does not review termination of tenancy notices for the following:

- Failure to pay rent
- Nuisance
- Breach of the lease
- Failure to provide access

Visit [www.alamedarentprogram.org/legal-social-services](http://www.alamedarentprogram.org/legal-social-services) for a list of free and low-cost legal service organizations that may be able to assist you with termination of tenancy notices not reviewed by the Rent Program.

#### **REQUIRED DOCUMENT(S)**

In addition to filing this form, file with the Rent Program a copy of the termination of tenancy notice that was served on the tenant. Please include any attachments that accompanied the notice.

#### **PROCEDURE**

After staff review of the termination of tenancy notice for compliance with the 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 any restrictions that will be placed on renting or residing in the unit.
- If the notice is found to be not in compliance with the Rent Ordinance, the parties will be informed of the deficiencies and the landlord will be directed to take corrective action, most often rescinding the notice of termination.

**FOR YOUR INFORMATION**

This form becomes a public record when submitted and is subject to disclosure.

**Contact Information**

**Tenant Information:**

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

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

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

**Landlord Information:**

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

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

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

**Landlord Representative/ Property Manager Information:**

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

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

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

**Property Information**

1. Number of units on the property? \_\_\_\_\_ 2. Number of bedrooms in the unit? \_\_\_\_\_

**Tenancy Information**

3. When did your tenancy begin? \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
*Month Day Year*

4. Current number of occupants? Ages 0-17: \_\_\_\_\_ Ages 18-61: \_\_\_\_\_ Ages 62+: \_\_\_\_\_

5. Do any of the current occupants have a disability? No \_\_\_\_\_ Yes \_\_\_\_\_

6. Do you receive Section 8 Housing Choice Voucher rental assistance? No \_\_\_\_\_ Yes \_\_\_\_\_

### Termination of Tenancy Information

7. When was the termination of tenancy notice served on you? \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Month Day Year

8. When is the effective date by which you are to vacate the unit? \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Month Day Year

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

10. Please briefly summarize any concerns.

---

---

---

### Rent Information

11. What is the current monthly rent? \$ \_\_\_\_\_

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

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

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

Other: \_\_\_\_\_

### Declaration

I declare 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 are either the originals or true and correct copies of the originals.
3. This declaration was executed on \_\_\_\_\_, 20\_\_\_\_\_

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

\_\_\_\_\_  
Print Name (Tenant)

\_\_\_\_\_  
Signature (Tenant)