



• **FORM RP-202 (F)** •

**Notice Concerning an Offer to a Tenant to Renew a Tenancy  
in a Previously Withdrawn Rental Unit**

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

**PURPOSE**

This form is for (a) the landlord to offer a previously withdrawn rental unit to all displaced tenants, i.e., tenants who occupied a rental unit that was previously withdrawn from the rental market and requested notice to receive an offer to renew a tenancy and, (b) the displaced tenant to indicate whether the tenant will or will not accept the offer and renew the tenancy at the rental unit.

**INSTRUCTIONS**

**LANDLORD:** A landlord must complete the following and deliver this notice and attachment to all tenants who have requested that the landlord provide notice to receive an offer to renew a tenancy within five years of the date the unit was withdrawn from the rental market.

1. State in the notice the offer to re-rent the unit to the displaced tenant at the lawful rent in effect at the time of termination of tenancy, plus no more than a 5 percent increase;
2. Deliver the notice by certified or registered mail at that tenant's last known address and send the notice to the email address that the tenant has provided;
3. File the notice with Rent Program.

Within 30 days of receipt of this notice, any displaced tenant(s) who wishes to accept an offer to return to the rental unit must inform, in writing, the landlord and the Rent Program. Tenants may use the attachment to notify the owner and the Rent Program of their acceptance or non-acceptance of the offer. Additional instructions for tenants are on the attachment.

## Landlord Notice to Re-Rent Unit

This section must be completed by the owner.

### Information for Property Previously Withdrawn from Rental Market

Assessor Parcel Number (APN) \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Address \_\_\_\_\_, Alameda, CA

### Landlord Contact Information

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_ City, State & Zip Code \_\_\_\_\_

Email \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_

### Agent Contact Information

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_ City, State & Zip Code \_\_\_\_\_

Email \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_

Rent Offered to the Tenant for the Rental Unit: \$ \_\_\_\_\_

*(Rent in effect at the time of termination of tenancy, plus no more than 5%)*

### Check one of the following:

- The displaced tenant(s) did request, by the required deadline, to receive notice of an offer to renew the tenancy at the vacated rental unit.

Contact information for the tenant(s) eligible to renew the tenancy at vacated unit:

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_ City, State & Zip Code \_\_\_\_\_

Email \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_

- The displaced tenant(s) did not request, by the required deadline, to receive notice of an offer to renew the tenancy at the vacated rental unit.

### Declaration

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this Declaration was executed on \_\_\_\_\_, 20\_\_\_\_ at \_\_\_\_\_, California.

Landlord Name \_\_\_\_\_ Landlord Signature \_\_\_\_\_

## ATTACHMENT RP-202 (F) FOR THE TENANT (one page)

This section must be completed by the tenant.

- This is an important document, please have it translated. If you require interpretation, please call (510) 747-4346 or come to our office.
- Este es un documento importante, hágalo traducir. Si usted requiere interpretación, por favor llame al (510) 747-4346 o diríjase a nuestra oficina.
- 本文件為重要文件，請做好翻譯。我們免費提供翻譯服務。如果您需要翻譯服務，請致電 (510)747-4346，或來我們辦公室。
- Đây là tài liệu quan trọng, vui lòng biên dịch. Nếu bạn cần giải thích, xin gọi (510) 747-4346 hoặc đến văn phòng của chúng tôi.
- Ito ay isang mahalagang dokumento, mangyaring ipasalin ito. Kung kailangan mo ng interpretasyon, mangyaring tumawag sa (510) 747-4346 o Dumating sa aming opisina.

### INSTRUCTIONS

TENANT: Check the appropriate box and sign below, then do the following within 30 days of receiving the notice:

1. Provide the completed attachment to the landlord.
2. File a copy of the attachment with the Rent Program by any of the following methods:
  - a. Email: [rentprogram@alamedahsg.org](mailto:rentprogram@alamedahsg.org)
  - b. Fax: (510) 522-7848
  - c. Mail or deliver in person: 701 Atlantic Avenue, Alameda, CA 94501-2161

### Tenant Assertion of Right to Return to Vacated Unit

I/we, former tenant(s) of the rental unit(s) described above, hereby notify the Rent Program and the landlord of my/our acceptance/non-acceptance of the offer to renew the tenancy at the previously withdrawn rental unit indicated on this form.

#### Check one of the following:

- I/we will return to the unit.
- I/we will not return to the unit.

Signature of Tenant \_\_\_\_\_ Date \_\_\_\_\_

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

Signature of Tenant \_\_\_\_\_ Date \_\_\_\_\_

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