



• **FORM RP-214** •

Application for a Capital Improvement Plan

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

PURPOSE

A Capital Improvement is any improvement to a rental unit or property that does all of the following:

- Materially adds to the value of the property.
- Appreciably prolongs the useful life or adapts the property to new use.
- Has a useful life of more than one year and is required to be amortized over the useful life of the improvement under the straight line depreciation provisions of the Internal Revenue Code and the regulations issued pursuant thereto.
- Has a documented cost that is not less than the product of eight times the amount of the rent multiplied by the number of rental units to be improved.

A landlord must submit an application for a Capital Improvement Plan in the following circumstances:

- For all Rental Units, when a tenant must be temporarily relocated or a tenancy terminated because of the work associated with Capital Improvements.
- When, based on Capital Improvements to a multi-unit property built before February 1995, a landlord wants to recover from the tenant, over time, the amortized cost of the Capital Improvements in addition to the rent that the tenant is otherwise paying. If the Plan is unconditionally approved, Rent Program staff will determine what the rent, including the amortized cost of the Capital Improvements, will be. No rent increase shall be granted and no owner shall terminate a tenancy for routine repairs, replacement, or maintenance.

For more information, see City of Alameda [Resolution 15138](#).

Single-family homes, condominiums, and multi-unit properties built after February 1995 are not subject to the portions of the Rent Ordinance that limit the amount of rent increases. However, landlords of single family homes, condominiums or multi-unit properties built after February 1995 seeking rent increases above 10 percent for any reason, including the amortized cost of Capital Improvements, must follow the requirements for noticing a tenant of a Relocation Rent

Increase. See Form RP-209. In addition, if the Capital Improvement work will result in the temporary relocation of the tenant or a termination of a tenancy, the landlord must receive approval of a Capital Improvement Plan.

INSTRUCTIONS

It is strongly suggested that landlords review Alameda's Capital Improvement Plan Policy in Resolution 15138 and contact Rent Program staff to schedule an appointment prior to completing this form. More information is available online at www.alamedarentprogram.org/cip.

If a landlord believes that a tenant must be temporarily relocated or a tenancy terminated by work associated with Capital Improvements, the landlord must file this form with the Rent Program prior to taking any action to relocate the tenant or terminate the tenancy.

For landlords of multi-family rental units built before February 1995, if the landlord is requesting to recover the amortized cost of Capital Improvements and that cost results in "a rent increase" that causes the rent to exceed the Maximum Allowable Rent that the Landlord could otherwise charge the tenant, the landlord must submit documentation of expenses once work is complete for unconditional approval of the Capital Improvement Plan and approval of the "rent" that the tenant will be required to pay.

To request approval of a Capital Improvement Plan, the landlord must file this form within 12 months of completion of the work.

Attach any supplemental information, clearly labeled with the item number below that it addresses.

FOR YOUR INFORMATION

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

Property Information

Owner's Name: _____ Email Address: _____

Owner's Address: _____ Phone: _____

Type and percentage of ownership

Individual Limited partnership Other _____

Percentage owned _____ *Provide contact information for other owners if less than 51%*

Address of Subject Property: _____

Assessor's Parcel Number/s: _____

Capital Improvements Information

1. Number and type of rental units:

Studio	1 bed	2 bed	3 bed	4 bed	5 bed	6+ bed	Total units

2. Are any rental units not part of the Capital Improvement Plan? Yes____ No____

If yes, which units are excluded and why?

3. Are there dwelling units that are not rented, e.g. an owner-occupied unit, that will benefit by the improvements and therefore must be included for purposes of allocating costs among all units? Yes____ No____

4. Rent roll: Attach a schedule of all units, including unit number, names of all adult tenants, number of bedrooms, and current rent. If a rental unit is vacant, list the monthly rent when the unit was last rented and the date the last tenant vacated the unit.

5. Utilities: Provide the following information. If the information varies by unit, please provide details on a separate sheet.

- Check utilities currently included in, or as part of, the rent the tenant pays:
 Gas Electricity Water Cable TV Other _____
- Check utilities to be included in, or part of, the rent after the Capital Improvement work is completed that the tenant will pay:
 Gas Electricity Water Cable TV Other _____

6. Housing Services: Describe what housing services are currently provided to the tenant (e.g. pool, parking, storage, pets) and whether those services are included in, or as part of, the rent or are charged separately, for example by an agreement separate from the rental agreement. If charged separately, identify the amount of the charges and attach any written document that reflects these separate charges. Do not include security or damage deposit fees, e.g. for a pet, that are refundable at the termination of the tenancy.

7. If different from the information provided in your answer to Question 6, after the Capital Improvement work is completed, describe what housing services (as listed above) will be included in, or as part of, the rent or what services will be charged separately. If charged separately, identify the amount of the charges, and whether you expect those charges to be reflected in a written document.

8. Relocation Payments: Will the work associated with the proposed Capital Improvements necessitate any tenants temporarily vacating the unit(s) or necessitate the termination of one or more tenancies? Yes ____ No ____

If yes, please indicate which of the following applies:

Temporary relocation estimated at ____ days. *(It is presumed that if the proposed Capital Improvement work can be accomplished within six months, relocation will be temporary.)*

Termination of Tenancy. *(Explain why the work cannot be accomplished within six months or other reason why the tenancy must be terminated due to the Capital Improvement work.)*

(Review City of Alameda [Resolution 15602](#) and www.alamedarentprogram.org/faq for required relocation payment schedules and additional information.)

9. If temporary relocation is required, do you expect there will be a comparable and available rental unit at a property within the City of Alameda at the time of the temporary relocation? Yes ____ No ____

10. Provide a brief description of the proposed Capital Improvements (attach additional pages if needed).

11. Indicate below the nature of the Capital Improvements. Mark all that apply.

- A new roof covering all or substantially all of a building or a structurally independent portion of a building;
- A significant upgrade of the foundation of all or substantially all of a building or a structurally independent portion of a building, including seismic retrofits;
- A new or substantially new plumbing, electrical or heating , ventilation and air conditioning (HVAC) system for all of substantially all of a building;
- Exterior painting or installation/replacement of siding on all or substantially all of a building;
- Repairs reasonably related to correcting or preventing the spread of defects that are noted as findings in a Wood Destroying Pest and Organisms Report issued by a pest control company registered in Branch 3 of the State of California Structural Pest Control Board provided that any such expenditures for such repairs exceed \$6000 or the product of \$1000 times the number of units in the building, whichever is less.
- The installation of water conservation devices that are intended to reduce the use of water or energy efficient devices, such as a solar roof system, that are intended to save energy and/or reduce greenhouse gases.
- Improvements or upgrades to the rental unit or the building/complex that meet or exceed disability/accessibility standards as required by law.
- Other: _____

12. Attach a timeline concerning the proposed Capital Improvements, including approximate beginning and ending dates of construction, approximate date when tenants will need to be relocated (if applicable), approximate date when a tenancy will need to be terminated (if applicable), and approximate date when tenants may re-occupy (if applicable).

13. Provide the confirmed interest rate for any financing that the landlord has secured for the Capital Improvements. If the improvements will be made from the landlord's funds, indicate that.

14. Provide the estimated or actual total cost of the proposed Capital Improvements.

15. Provide an estimated calculation of amortized cost of the Capital Improvements on a monthly basis for each rental unit.

$$\begin{array}{r} \text{_____ Total cost (including loan interest)} \\ \div \text{_____ Number of units improved} \\ \div 180 \text{ months (15-year useful life)} \\ = \text{_____ Amortized cost} \end{array}$$

16. Attach any building permit applications or building permits you have already received related to the Capital Improvements. If building permits are not required for the Capital Improvements, please explain why.

17. If the Capital Improvements were started prior to filing this form, attach supporting documentation to show the date the building permit for the Capital Improvements was issued, or the date the work started if a building permit was not required.

18. Attach any other Supporting Documentation, such as copies of invoices, signed contracts, material and labor receipts, self-labor logs, cancelled checks, spreadsheets, etc.

19. If the amortized cost (on a monthly basis) of the Capital Improvements will result in the rent exceeding the Maximum Allowable Rent for a Rental Unit, have you notified all affected tenants in writing that you are filing a Capital Improvement Plan application with the Rent Program? Yes _____ No _____

If yes, attach a copy of the notice.