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• FORM RP-23 •
Compliance with City of Alameda’s Ellis Act Policy Following a Termination of Tenancy for Withdrawal from the Rental Market

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

PURPOSE

A landlord must file this form with the Rent Stabilization Program if a rental unit has been withdrawn from the rental market under the City of Alameda’s Ellis Act Policy and is being returned to the rental market within five years from the date when the rental unit was withdrawn from the rental market, or when there is a change in the status of the unit.

This form is a public record and is subject to disclosure.

REQUIRED DOCUMENT(S)

When the **unit is owner-occupied**, the property owner or enumerated relative occupying the unit must submit to the Rent Stabilization Program any combination of two of the following:

- Current voter registration card showing the owner/relative has registered to vote at the address of the unit
- Current driver’s license showing the address of the owner/relative is the address of the unit
- Bank statement, dated within the last 60 days, showing the address to which the bank statement is sent, or the address associated with the bank statement, is the address of the unit
- Credit card statement, dated within the last 60 days, showing the address to which the credit card statement is sent, or the address associated with the credit card statement, is the address of the unit
- Utility bill, dated within the last 60 days, showing (1) the address to which the utility bill is sent, or the address associated with the utility bill, is the address of the unit and (2) the utility bill is in the name of the owner/relative

When the **unit has been rented**, the landlord must submit to the Rent Stabilization Program the following documents to verify the rent charged to the tenant is in compliance with the Ellis Act Policy:

- A copy of the rental agreement or lease
- One of the following:
 - A copy of the tenant's rent check demonstrating that it has been deposited into the landlord's financial institution account and honored for payment by the financial institution (the routing number and bank account number of the tenant may be redacted).
 - Relevant portions of the landlord's financial institution statement(s) showing the deposit of the rent check or the electronic transfer of funds from the tenant to the landlord (routing number and bank account number may be redacted).

If rent is paid through another means, such as through an app, alternative documentation showing the tenant has paid the rent may be accepted on a case-by-case basis, as necessary, to demonstrate a bona fide payment of rent.

Unit Status Information

- 1. What is the address of the rental unit? _____, Alameda, CA
- 2. Please check the box that applies and submit the related supportive documentation

UNIT IS OWNER-OCCUPIED

The owner or qualifying family member lives in the unit and no rent is collected for the individual to occupy the unit.

- a) Name of person living in the unit: _____
- b) Relationship to the owner: _____
- c) Start date of the occupancy: _____
Month/ Day/ Year

Attach the documentation listed on the form instructions under "Required Documentation."

UNIT IS TENANT-OCCUPIED

- a) Tenant Information: _____
Name Phone Email
- b) Start date of the new tenancy: _____
Month/ Day/ Year

Attach the documentation listed on the form instructions under "Required Documentation."

UNIT IS VACANT

No individual currently occupies the unit.

Please describe your intentions with the unit, including a timeline of any anticipated changes.

I NO LONGER OWN THIS UNIT

The unit has been sold to a new owner.

a) Name of the new owner or agent: _____

b) New owner or agent contact information: _____
Phone _____ *Email* _____

c) Date of the sale: _____/_____/_____
Month/ Day/ Year

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 (Landlord)

Signature (Landlord)