



City of Alameda Rent Program  
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## • FORM RP-211 •

### Landlord Declaration of Compliance with the Rent Ordinance Following a Termination of Tenancy for an Owner Move-In

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

#### **PURPOSE**

A landlord must file this form with the Rent Program to verify that the landlord has complied with the Rent Ordinance following a termination of a tenancy based on Owner Move-In under section 6-58.80(E), Alameda Municipal Code (AMC).

When a landlord terminates a tenancy based on Owner Move-In, the landlord or the enumerated relative (who must be identified on the termination of tenancy notice) must intend in good faith to move into the rental unit within 60 days after the tenant vacates. For termination notices served on the tenant prior to September 4, 2019, the landlord or enumerated relative must occupy the rental unit as a primary residence for at least one year. For termination notices served on the tenant on or after September 4, 2019, the landlord or enumerated relative must occupy the rental unit as a primary residence for at least three years.

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

#### **INSTRUCTIONS**

A landlord or the enumerated relative must file this form and required documents with the Rent Program within seven days of the landlord's or enumerated relative's moving into the unit following the date that the displaced tenant has moved out of the rental unit.

Rent Program staff may also request the landlord or the enumerated relative to re-submit this form to verify that the landlord or the enumerated relative remains in compliance with the Rent Ordinance.

#### **REQUIRED DOCUMENTATION**

In addition to this form, submit to the Rent Program copies of any two of the following:

- Bank statement, dated no later than 90 days after the tenant vacated the unit, in the name of the landlord or the enumerated relative, 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 no later than 90 days after the tenant vacated the unit, in the name of the landlord or the enumerated relative, 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 no later than 90 days after the tenant vacated the unit, in the name of the landlord or the enumerated relative, showing the address to which the utility bill is sent, or the address associated with the utility bill, is the address of the unit
- Driver's license, voter registration card, or other government-issued identification for the owner/enumerated relative showing the address of the unit as the person's primary residence.

**Termination of Tenancy for Owner Move-In Information**

1. What is the property address? \_\_\_\_\_, Alameda, CA

2. On what date did the tenant who received the termination of tenancy notice for an owner move-in vacate the property?

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Month Day Year

3. Who is the current occupant at the above-stated property?

a. Occupant name: \_\_\_\_\_

b. If not the owner, the relationship of occupant to the owner: \_\_\_\_\_

c. Date the occupant moved into the unit: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Month Day Year

d. Does occupant pay rent?  YES  NO

If yes, monthly rent collected: \_\_\_\_\_

4. Attach the documentation as identified under "Required Documentation" to verify compliance with section 6-58.80(E), Alameda Municipal Code.

**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 (Landlord)

\_\_\_\_\_  
Signature (Landlord)