## Other Services Available

The Alameda Rent Program provides a number of services in addition to registration. This section details the other cases that a Landlord may submit through the Rent Registry.

## No Fault Termination

A landlord must submit the No Fault Termination form and required documentation to the Rent Program within three calendar days after service of a termination of tenancy notice for any of the following reasons set forth in section 6-58.80, Alameda Municipal Code:

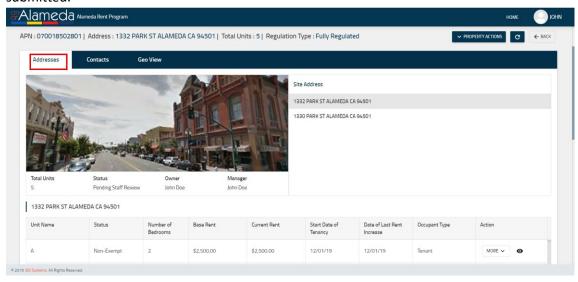
- Owner move-in
- Capital improvement plan
- Compliance with a governmental order
- Permanent withdrawal from the rental market
- Demolition

## Please take note:

- 1. Applying for a No Fault Termination Case does not guarantee the submission will be approved.
- 2. If a Unit has an existing active No Fault Termination Case, a new No Fault Termination case cannot be submitted for that Unit until the active case is closed.

Follow the steps listed below to submit a No Fault Termination case.

1. Navigate to the Addresses Tab of the property where a No Fault Termination needs to be submitted.



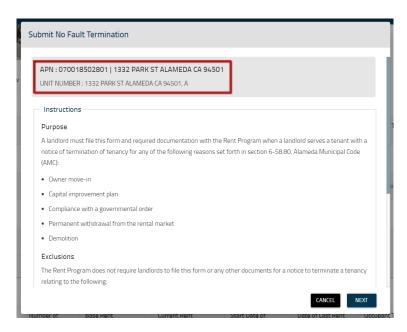
2. Click on the 'MORE' button for the Unit where No Fault Termination needs to be submitted. The Landlord will only be able to submit a No Fault Termination after registration is completed. The 'Submit No Fault Termination' will not display in the action menu when registration is incomplete.



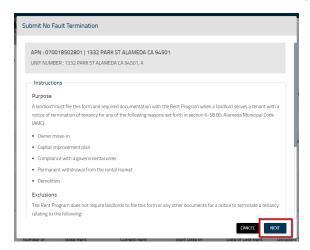
3. Select 'Submit No Fault Termination.'



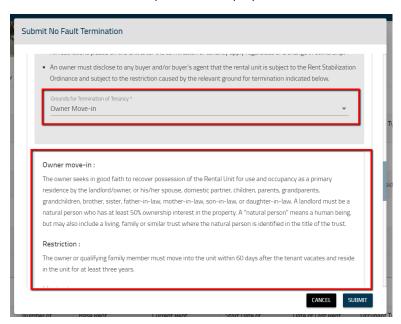
4. The Submit No Fault Termination pop-up window will appear. At the top of the pop-up window, the APN, Primary Address, and Unit Address are displayed to verify that the correct Unit was selected.



5. The first page of the pop-up window provides instructions for the No Fault Termination submission. Review the information in its entirety and click the 'NEXT' button.

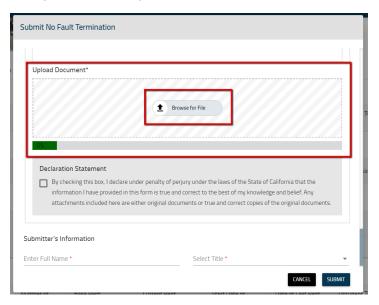


- 6. On the following screen, enter information for each question displayed.
- 7. After specifying the Grounds for the Termination, additional information will appear on the screen. This information includes a description of the type of documentation that is required to be submitted. The example below displays information for the 'Owner Move In' ground.

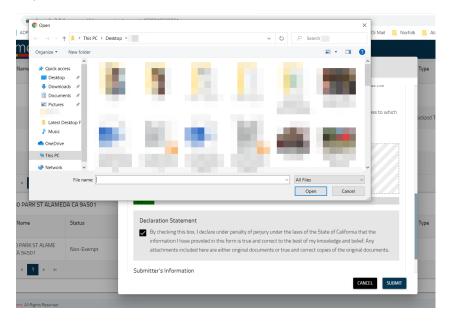


8. Enter information for any additional questions that display after selecting the Grounds for Termination.

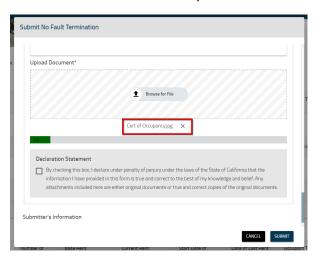
9. Upload the required documentation. Click on the 'Browse for File' area to select a document(s) from your device to upload.



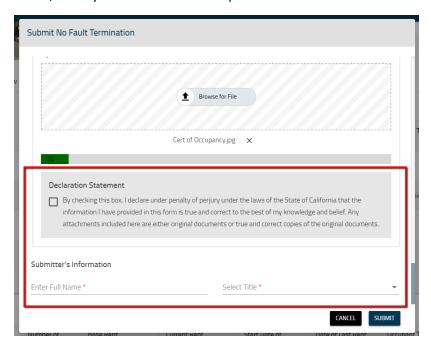
10. Select one or more documents to upload. Please ensure the uploaded documents meet the requirements for the selected Grounds for the Termination.



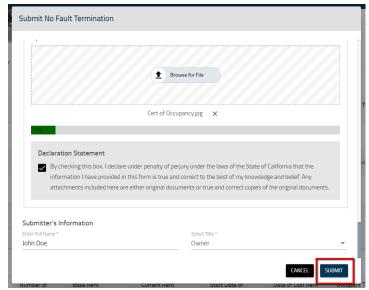
11. After the document(s) has been uploaded, the document name will appear below the 'Browse for File' area. There is also an 'X' next to each document name, which allows the user to delete the document if it was added by mistake.



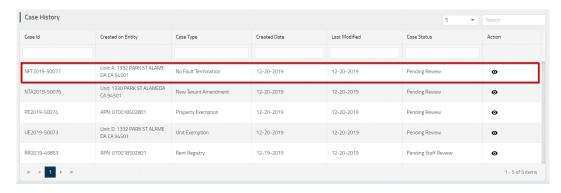
12. Review all information on the window for accuracy and complete the Declaration Statement and Submitter's Information sections. Click on the Declaration Statement check box, enter your Full Name, enter your Title from the drop-down list.



13. Click the 'SUBMIT' button to submit the No Fault Termination case.



14. The Case History section will be updated to include the new No Fault Termination case that was submitted and the case status will display 'Pending Review.'



15. The Alameda Rent Program will review the No Fault Termination Case and contact the appropriate parties to move the case forward to the next step. The case status will update to reflect the current step of the No Fault Termination process.