

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.

The screenshot displays the Alameda Rent Program web interface. At the top, the header includes the Alameda logo and 'Alameda Rent Program'. Below the header, a navigation bar shows 'Addresses' as the active tab, with 'Contacts' and 'Geo View' as other options. The main content area features a large street view image of a residential street. To the right of the image, there is a 'Site Address' section with two entries: '1332 PARK ST ALAMEDA CA 94501' and '1330 PARK ST ALAMEDA CA 94501'. Below the image, there is a table with four columns: 'Total Units', 'Status', 'Owner', and 'Manager'. The data row shows '5' units, 'Pending Staff Review' status, 'John Doe' as the owner, and 'John Doe' as the manager. Below this, there is a section for '1332 PARK ST ALAMEDA CA 94501' which contains a table with columns: 'Unit Name', 'Status', 'Number of Bedrooms', 'Base Rent', 'Current Rent', 'Start Date of Tenancy', 'Date of Last Rent Increase', 'Occupant Type', and 'Action'. The data row shows Unit 'A' with a status of 'Non-Exempt', 2 bedrooms, a base rent of \$2,500.00, a current rent of \$2,500.00, a start date of 12/01/19, a last rent increase date of 12/01/19, and an occupant type of 'Tenant'. The 'Action' column has a 'MORE' dropdown and an eye icon. At the bottom left, there is a copyright notice: '© 2019 3D Systems. All Rights Reserved.'

Questions? Contact the Alameda Rent Program at 510-747-7520 or rentprogram@alamedaca.gov

- 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.

1332 PARK ST ALAMEDA CA 94501

Unit Name	Status	Number of Bedrooms	Base Rent	Current Rent	Start Date of Tenancy	Date of Last Rent Increase	Occupant Type	Action
A	Non-Exempt	2	\$2,500.00	\$2,500.00	12/01/19	12/01/19	Tenant	MORE ▾
B	Non-Exempt	0	-	\$1,250.00	05/02/18	12/18/19	Rent Subsidized Tenant	MORE ▾
C	Non-Exempt	2	-	-	-	-	Manager	MORE ▾
D	Applied for Exemption	3	-	-	-	-	Owner	MORE ▾

1 - 4 of 4 items

- Select 'Submit No Fault Termination.'

1332 PARK ST ALAMEDA CA 94501

Unit Name	Status	Number of Bedrooms	Base Rent	Current Rent	Start Date of Tenancy	Date of Last Rent Increase	Occupant Type	Action
A	Non-Exempt	2	\$2,500.00	\$2,500.00	12/01/19	12/01/19	Tenant	MORE ▾
B	Non-Exempt	0	-	\$1,250.00	05/02/18	12/18/19	Rent Subsidized Tenant	MORE ▾
C	Non-Exempt	2	-	-	-	-	Manager	MORE ▾
D	Applied for Exemption	3	-	-	-	-	Owner	MORE ▾

1 - 4 of 4 items

- 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.

Submit No Fault Termination

APN : 070018502801 | 1332 PARK ST ALAMEDA CA 94501

UNIT NUMBER : 1332 PARK ST ALAMEDA CA 94501, A

Instructions

Purpose

A landlord must file this form and required documentation with the Rent Program when a landlord serves a tenant with a notice of termination of tenancy for any of the following reasons set forth in section 6-58.80, Alameda Municipal Code (AMC):

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

Exclusions

The Rent Program does not require landlords to file this form or any other documents for a notice to terminate a tenancy relating to the following:

CANCEL NEXT

Questions? Contact the Alameda Rent Program at 510-747-7520 or rentprogram@alamedaca.gov

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.

Submit No Fault Termination

APN : 070018502801 | 1332 PARK ST ALAMEDA CA 94501
UNIT NUMBER: 1332 PARK ST ALAMEDA CA 94501, A

Instructions

Purpose
A landlord must file this form and required documentation with the Rent Program when a landlord serves a tenant with a notice of termination of tenancy for any of the following reasons set forth in section 6-58.80, Alameda Municipal Code (AMC):

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

Exclusions
The Rent Program does not require landlords to file this form or any other documents for a notice to terminate a tenancy relating to the following:

CANCEL **NEXT**

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.

Submit No Fault Termination

• An owner must disclose to any buyer and/or buyer's agent that the rental unit is subject to the Rent Stabilization Ordinance and subject to the restriction caused by the relevant ground for termination indicated below.

Grounds for Termination of Tenancy *
Owner Move-in

Owner move-in :
The owner seeks in good faith to recover possession of the Rental Unit for use and occupancy as a primary residence by the landlord/owner, or his/her spouse, domestic partner, children, parents, grandparents, grandchildren, brother, sister, father-in-law, mother-in-law, son-in-law, or daughter-in-law. A landlord must be a natural person who has at least 50% ownership interest in the property. A "natural person" means a human being, but may also include a living, family or similar trust where the natural person is identified in the title of the trust.

Restriction :
The owner or qualifying family member must move into the unit within 60 days after the tenant vacates and reside in the unit for at least three years.

CANCEL **SUBMIT**

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

Questions? Contact the Alameda Rent Program at 510-747-7520 or rentprogram@alamedaca.gov

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

Submit No Fault Termination

Upload Document*

Browse for File

Declaration Statement

☐ By checking this box, I declare under penalty of perjury under the laws of the State of California that the information I have provided in this form is true and correct to the best of my knowledge and belief. Any attachments included here are either original documents or true and correct copies of the original documents.

Submitter's Information

Enter Full Name * Select Title *

CANCEL SUBMIT

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

Open

File name: [] All Files

Open Cancel

Declaration Statement

☒ By checking this box, I declare under penalty of perjury under the laws of the State of California that the information I have provided in this form is true and correct to the best of my knowledge and belief. Any attachments included here are either original documents or true and correct copies of the original documents.

Submitter's Information

CANCEL SUBMIT

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.

The screenshot shows the 'Submit No Fault Termination' form. The 'Upload Document*' section has a dashed box with a 'Browse for File' button. Below it, the filename 'Cert of Occupancy.jpg' is displayed with a red 'X' icon to its right, indicating it can be removed. Below the upload section is the 'Declaration Statement' with an unchecked checkbox and a text area for the declaration. At the bottom is the 'Submitter's Information' section with fields for 'Enter Full Name' and 'Select Title'. 'CANCEL' and 'SUBMIT' buttons are at the bottom right.

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.

This screenshot is similar to the previous one but highlights the 'Declaration Statement' and 'Submitter's Information' sections with a red rectangle. The 'Declaration Statement' section contains an unchecked checkbox and a text area. The 'Submitter's Information' section has two input fields: 'Enter Full Name' and 'Select Title'. The 'Cert of Occupancy.jpg' filename and 'X' icon are still visible above the highlighted area. The 'CANCEL' and 'SUBMIT' buttons remain at the bottom right.

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

Submit No Fault Termination

Browse for File

Cert of Occupancy.jpg X

☒ Declaration Statement
By checking this box, I declare under penalty of perjury under the laws of the State of California that the information I have provided in this form is true and correct to the best of my knowledge and belief. Any attachments included here are either original documents or true and correct copies of the original documents.

Submitter's Information
Enter Full Name * John Doe
Select Title * Owner

CANCEL SUBMIT

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.'

Case History						
Case Id	Created on Entity	Case Type	Created Date	Last Modified	Case Status	Action
NFT2019-50077	Unit: A, 1332 PARK ST ALAMEDA CA 94501	No Fault Termination	12-20-2019	12-20-2019	Pending Review	
NTA2019-50076	Unit: 1330 PARK ST ALAMEDA CA 94501	New Tenant Amendment	12-20-2019	12-20-2019	Pending Review	
PE2019-50074	APN: 070018502801	Property Exemption	12-20-2019	12-20-2019	Pending Review	
UE2019-50073	Unit: D, 1332 PARK ST ALAMEDA CA 94501	Unit Exemption	12-20-2019	12-20-2019	Pending Review	
RR2019-49853	APN: 070018502801	Rent Registry	12-19-2019	12-20-2019	Pending Staff 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.