

Report Banked Rent Increase

If a landlord does not impose any or all of the Annual General Adjustment (AGA), the unused AGA may be saved (“banked”) and imposed in a future year, along with that future year’s AGA. Landlords are required to file certain information with the Rent Program when imposing such a rent increase. For more information on “banked” rent increases, please see [FAQs](#).

To file for a rent increase exceeding AGA using the online Rent Registry, follow the instructions below.

1. Click on the “ACTIONS” button of the unit you would like to file for rent increase exceeding AGA.

123 HAPPY WAY, ALAMEDA, CA 94501						
Unit Name	Unit Fee Status	Number of Bedrooms	Base Rent	Start Date of Tenancy	Occupant Type	More
A	Non-Exempt	4	\$2,000.00	08/01/20	Tenant	ACTIONS ▾
B	Non-Exempt	2	-	-	Vacant	ACTIONS ▾

2. Click on the option “Report Banked Rent Increase.”

123 HAPPY WAY, ALAMEDA, CA 94501						
Unit Name	Unit Fee Status	Number of Bedrooms	Base Rent	Start Date of Tenancy	Occupant Type	More
A	Non-Exempt	4	\$2,000.00	08/01/20	Tenant	ACTIONS ▾
B	Non-Exempt	2	-	-	Vacant	Register New Occupant
C	Non-Exempt	2	-	-	Vacant	Report AGA Rent Increase
D	Non-Exempt	2	-	-	Vacant	Report Banked Rent Increase
						Temporary Relocation
						Submit No Fault Termination
						Buyout Agreement

3. A new screen will pop up. Please read the instructions and restrictions regarding Banking Rent Increases before proceeding to filling out the form. To proceed to the form, click on the button “NEXT.”

Report Banked Rent Increase

APN : 012345678900 | 123 HAPPY WAY, ALAMEDA, CA 94501
UNIT NUMBER : 123 HAPPY WAY, ALAMEDA, CA 94501, A

Instructions

Purpose
A landlord can use this action to file a banked rent increase with the Rent Program. [Click here to view our FAQ on banked rent increases.](#)

Description
Banking Rent Increases
If a landlord does not impose any or all of the Annual General Adjustment (AGA), the unused AGA may be saved (“banked”) and imposed in a future year, along with that future year’s AGA.

Instructions

- A landlord must attach addendum **RP-203** with the rent increase notice served to the tenant to advise tenants of the banking process and restrictions on its use.
- A landlord must file with the rent program
 - a. A copy of the rent increase notice imposing a banked amount
 - b. A completed proof of service form (such as Form **RP-204**) listing the documents provided to the tenant.

Restrictions
The Rent Ordinance includes the following restrictions on imposing “banked” rent increases

- No landlord shall increase the rent more than once in any 12-month period.
- A landlord shall not increase the rent (a) to a rent that exceeds the Maximum Allowable Rent as determined by the Rent Program or (b) by a percentage that exceeds the current year’s AGA plus 3.0%, whichever, i.e., (a) or (b), is smaller.
- A landlord shall not impose a rent increase using banked amounts in consecutive years.

CANCEL **NEXT**

4. Fill out the following information on form.

Report Banked Rent Increase

APN : 012345678900 | 123 HAPPY WAY, ALAMEDA, CA 94501
UNIT NUMBER : 123 HAPPY WAY, ALAMEDA, CA 94501, A

A	Landlord Name * TIGER POOH		
B	Banked Rent Increase Percentage * 5.9%	D	Actual Banked Rent Increase Amount * \$118.00
C	Rent Increase Effective Date * 10/1/2023	E	New Rent for the Tenant(s) * \$2,118.00

Please upload completed proof of service (such as Form RP-204) listing the documents provided to the tenant. *
Document upload will begin when the user clicks the SUBMIT button below.

- A. Landlord Name
- B. Banked Rent Increase Percentage: Enter the percentage by which you plan to increase the rent (i.e. 5.9% (current AGA 2.9% + 3% banked AGA))
- C. Actual Banked Rent Increase Amount: Enter the actual dollar amount by which the tenant’s rent will increase (i.e. if current rent is \$2,000 and you plan a 5.9% increase, the amount you should enter here is \$118.00).
- D. Rent Increase Effective Date: date tenant is required to start paying rent increase amount
- E. New Rent for the Tenant(s): total amount the tenant is required to pay after the rent increase goes into effect.

Example based on current rent, \$2000 with 5.9% rent increase.

5. Click on “Browse for File” to upload proof of service, such as [form RP-204](#).

Please upload completed proof of service (such as Form RP-204) listing the documents provided to the tenant. *

Document upload will begin when the user clicks the SUBMIT button below.

 **A**

0%

- Click on second “Browse for File” button to upload a copy of rent increase notice that was served to tenant(s).

Please upload a copy of the rent increase notice that was served on the tenant(s). *

Document upload will begin when the user clicks the SUBMIT button below.

 **B**

0%

Declaration Statement

- Check box for Declaration Statement, provide name, select title (either Owner or Property Manager), and click “SUBMIT.”

Declaration Statement

declare that each rental unit included in this submission has been properly enrolled and registered with the City of Alameda, I am in compliance with the City of Alameda's rent ordinances and regulations, I have paid all rent program fees and business license tax for this rental unit, and the unit complies with applicable state and city health, safety, building, and housing codes.

I declare under penalty of perjury under the laws of the State of California that the information provided on this petition and any attachments are true and correct to the best of my knowledge and belief.

Name *

Select Title *

CANCEL SUBMIT

- Once your form has been successfully submitted, a RIEA case will be generated. You may click on the EYE icon to view information you've submitted. Staff will review submission and either approve or deny submission.

Case Id	Created on Entity	Case Type	Created Date	Last Modified	Case Status	Action
RIEA2023-182067	Unit: A, 123 HAPPY WAY, ALAMEDA, CA 94501	Rent Increase Exceeding AGA	11/02/2023	11/02/2023	Pending Review	