

## Tenant Petition

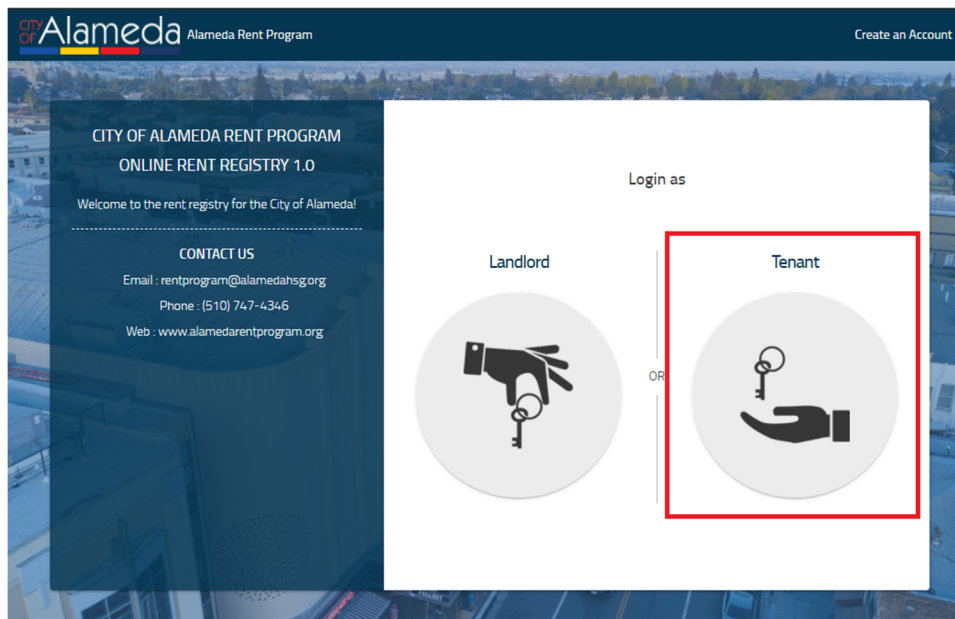
Tenants may request a hearing for downward rent adjustment based on a reduction in housing services, living space, or amenities; substantial deterioration of the rental unit; and/or the landlord's failure to comply with housing, health, and safety codes or the City's rent regulations.

Tenants may also request that Rent Program staff conduct a review of the calculation of maximum allowable rent; the base rent and/or housing services that the landlord reported at registration; or previous or pending rent increase notices.

You will need a Rent Registry account in order to file a tenant petition on the online Rent Registry. For instructions on creating a Rent Registry account, please visit [www.alamedarentprogram.org](http://www.alamedarentprogram.org).

If you would like to request a paper form to complete the petition, please contact Rent Program staff.

1. Login to your Rent Registry account.



Questions? Contact the Alameda Rent Program at 510-747-7520 or [rentprogram@alamedaca.gov](mailto:rentprogram@alamedaca.gov)

2. Click the green File a Petition button.

The screenshot shows the Alameda Rent Program website. At the top, there is a navigation bar with the City of Alameda logo, 'Alameda Rent Program', and links for HOME, HELP, and a CITIZEN profile icon. Below the navigation bar is a search bar with a yellow 'Find' button and a text input field labeled 'Property by Address or APN'. The main content area is titled 'Tenant Services' and includes a 'SWITCH TO LANDLORD SERVICES' button. A large green button with a document icon and the text 'FILE A PETITION' followed by a right arrow is highlighted with a red rectangular box. Below this button is a 'Case History' section with a 'REFRESH' button and a table with columns: Case Id, Case Type, Address, Status, Date Opened, and Modified Date. The table currently shows 'No records available.' and a pagination indicator '0 - 0 of 0 items'.

3. Review the instructions in full, download the necessary attachment, then click 'NEXT'.

The screenshot shows the 'TENANT PETITION' form. It has a title bar 'TENANT PETITION' and a section titled 'Instructions'. The instructions are divided into three parts: 'Purpose', 'Required Documentation', and 'For Your Information'. The 'Purpose' section states that a tenant of a rental unit subject to rent control under Rent Ordinance 3250 may use this form to file a petition, with a link to 'Click here to view our FAQ for petitions on rent amounts.' The 'Required Documentation' section explains that users must upload supportive documentation to substantiate their statements, such as a copy of the rental agreement, copies of rent increase notices, rent checks, or other evidence to support their claim. It also provides links to 'Click here to access Form RP-100 Attachment A' and 'Click here to access Form RP-100 Attachment B'. The 'For Your Information' section states that users should contact the program if they require translation services or reasonable accommodations due to a disability, and that the form becomes a public record when submitted. At the bottom right of the form, there are two buttons: 'CANCEL' and 'NEXT'. The 'NEXT' button is highlighted with a red rectangular box.

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4. Complete all required fields.

**TENANT PETITION**

Rental Unit Address

Street Address \* Unit Name

Would you like to request interpretation services? \*

☐ Yes ☐ No

Please check the reason(s) for which you are filing this request and include all necessary attachments and documentation, as instructed on each form. \*

☐ DOWNWARD RENT ADJUSTMENT

☐ BASE RENT/ HOUSING SERVICES/ MAXIMUM ALLOWABLE RENT

Tenant Information ⓘ

Tenant 1

First Name \* Last Name \*

+ ADD PHONE

Email \*

CANCEL SUBMIT

- a. If you are filing a petition for a Downward Rent Adjustment, check the 'Downward Rent Adjustment' box and upload your completed Form RP-100 Attachment A.

**TENANT PETITION**

Street Address \* Unit Name

Would you like to request interpretation services? \*

☐ Yes ☐ No

Please check the reason(s) for which you are filing this request and include all necessary attachments and documentation, as instructed on each form. \*

☒ DOWNWARD RENT ADJUSTMENT

☐ BASE RENT/ HOUSING SERVICES/ MAXIMUM ALLOWABLE RENT

☐ REQUEST TO REVIEW RENT INCREASES

Please complete and submit **Form RP-100 Attachment A** to request a hearing for a downward adjustment of rent based on a decrease in housing services or landlord's failure to comply with City rent regulations. \*

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

Browse for File

0%

CANCEL SUBMIT

Questions? Contact the Alameda Rent Program at 510-747-7520 or [rentprogram@alamedaca.gov](mailto:rentprogram@alamedaca.gov)

- b. If you are filing to contest the Base Rent or Housing Services included with the Base Rent as reported by the landlord, or the Program Administrator's determination of the Maximum Allowable Rent, check the 'Base Rent/Housing Services/Maximum Allowable Rent' box and upload your completed Form RP-100 Attachment B.

The screenshot shows the 'TENANT PETITION' form. At the top, there are input fields for 'Street Address \*' and 'Unit Name'. Below these is a section asking 'Would you like to request interpretation services? \*' with radio buttons for 'Yes' and 'No'. The main section is titled 'Please check the reason(s) for which you are filing this request and include all necessary attachments and documentation, as instructed on each form. \*'. It contains three checkboxes: 'DOWNWARD RENT ADJUSTMENT', 'BASE RENT/ HOUSING SERVICES/ MAXIMUM ALLOWABLE RENT' (which is checked and highlighted with a red box), and 'REQUEST TO REVIEW RENT INCREASES'. Below this, a paragraph instructs the user to complete and submit 'Form RP-100 Attachment B' to file a petition contesting the Base Rent or Housing Services. A note states 'Document upload will begin when the user clicks the SUBMIT button below.' Below this is a large dashed box containing a 'Browse for File' button (highlighted with a red box). At the bottom right are 'CANCEL' and 'SUBMIT' buttons.

- c. If you are filing a request for staff to review previous or pending rent increase notices, check the 'Request to Review Rent Increases' box and upload your completed Form RP-100 Attachment C.

The screenshot shows the 'TENANT PETITION' form. It has the same layout as the previous one, but the 'REQUEST TO REVIEW RENT INCREASES' checkbox is checked and highlighted with a red box. The instructional paragraph below now refers to 'Form RP-100 Attachment C' for filing a petition requesting a rent increase review. The 'Browse for File' button in the dashed box is also highlighted with a red box. The 'CANCEL' and 'SUBMIT' buttons remain at the bottom right.

Questions? Contact the Alameda Rent Program at 510-747-7520 or [rentprogram@alamedaca.gov](mailto:rentprogram@alamedaca.gov)

5. Complete all required fields.

The screenshot shows the 'TENANT PETITION' form. The 'Tenant Information' section includes fields for 'First Name', 'Last Name', 'Email', and a '+ ADD PHONE' button. Below this is a '+ ADD EMAIL' button and a '+ ADD TENANT' button. The 'OWNER' section includes fields for 'First Name', 'Last Name', 'Street Address', 'Address Line 2', 'City', 'State', and 'Zip Code'. At the bottom right are 'CANCEL' and 'SUBMIT' buttons.

The screenshot shows the 'TENANT PETITION' form. The 'Housing Services Included in the Base Rent' section includes a list of services with checkboxes: Parking, N/A, Water, Pets, Electric, Refuse / Recycling, Gas, Other, Storage, Gym / Pool, and Laundry. Below this is a question: 'Is this unit subsidized with governmental assistance, e.g., a Section 8 Housing Choice Voucher or subject to an agreement that regulates rent?' with 'Yes' and 'No' radio buttons. A note states: 'Please upload all necessary supportive documentation to substantiate your statements, such as a copy of the rental agreement, copies of rent increase notices, rent checks, or other evidence to support your claim.' Below this is a dashed box with a 'Browse for File' button. At the bottom right are 'CANCEL' and 'SUBMIT' buttons.

6. Upload all necessary supportive documentation to substantiate your statements, such as a copy of the rental agreement, copies of rent increase notices, or rent checks.

The screenshot shows the 'TENANT PETITION' form. The 'Declaration Statement' section includes a checkbox for '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.' Below this is a 'Name' field. At the bottom right are 'CANCEL' and 'SUBMIT' buttons. A red box highlights the 'Browse for File' button in the previous section.

Questions? Contact the Alameda Rent Program at 510-747-7520 or [rentprogram@alamedaca.gov](mailto:rentprogram@alamedaca.gov)

7. Click the 'Penalty of Perjury' check box. Enter your full name.

The screenshot shows the 'TENANT PETITION' form. At the top, there are checkboxes for 'Water', 'Gas', 'Laundry', 'Pets', and 'Other'. Below these is a question: 'Is this unit subsidized with governmental assistance, e.g., a Section 8 Housing Choice Voucher or subject to an agreement that regulates rent? \*'. There are radio buttons for 'Yes' and 'No'. Below this is a section for uploading documents, with a 'Browse for File' button. A progress bar shows '100%'. Below the progress bar is a 'Declaration Statement' section. A checkbox labeled '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.' is highlighted with a red box. Below this is a 'Name \*' text input field, also highlighted with a red box. At the bottom right are 'CANCEL' and 'SUBMIT' buttons.

8. When ready to submit your Tenant Petition, click 'SUBMIT'.


This screenshot shows the same 'TENANT PETITION' form as the previous one. The 'Declaration Statement' checkbox is now unchecked. The 'Name \*' field is filled with text. The progress bar now shows '0%'. The 'SUBMIT' button at the bottom right is highlighted with a red box.

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9. You will be redirected to the homepage, where you can view the status of your petition. The Alameda Rent Program will review the Tenant Petition 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 petition process.

Tenant Services

↔ SWITCH TO LANDLORD SERVICES

 FILE A PETITION →

Case History

⌂ REFRESH

Case Id	Case Type	Address	Status	Date Opened	Modified Date
TP2021-84699	Tenant Petition		Pending Review	05/26/2021	05/26/2021

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