



City of Alameda Rent Program
950 W. Mall Square, Room 172
Alameda, CA 94501

PHONE (510) 747-7520
FAX (510) 865-4028
EMAIL rentprogram@alamedaca.gov

• FORM RP-203 • Addendum for Imposing “Banked” Annual General Adjustments

OVERVIEW

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 must attach this addendum to such a rent increase notice to advise tenants of the banking process and restrictions on its use.

INSTRUCTIONS FOR LANDLORDS

For units subject to rent control, if a landlord serves notice of a rent increase in excess of the current AGA by imposing previously “banked” amounts, the landlord must do the following:

1. Attach this addendum to the rent increase notice that is served on the tenant.
2. Within three calendar days, 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

See Section 6.58.70(D), Alameda Municipal Code, and Rent Ordinance Regulation 20-05.

FILING METHODS

Email	rentprogram@alamedaca.gov
Rent Registry	http://registry.alamedarentprogram.org
Mail	950 W Mall Square #172, Alameda, CA 94501
Drop Boxes	<p><i>8 a.m. to 5 p.m. Monday through Thursday</i> City Hall West lobby at 950 W Mall Square</p> <p><i>24 hours</i> Oak Street between City Hall and the Alameda Police Department</p>

NOTICE FOR TENANTS CONCERNING RESTRICTIONS ON “BANKED” RENT INCREASES

Under the City’s Rent Ordinance, a landlord may, but is not required to, increase the rent each year by the Annual General Adjustment (AGA), a percentage cap on the amount of rent increase. If a landlord does not impose a rent increase or does not increase rent by the full AGA, the unused portion may be saved (“banked”) and imposed in a future year, along with that future year’s AGA.

Your landlord has served you with notice of a rent increase in excess of the current year’s AGA using previously “banked” amounts. **This notice is intended to advise you of your rights.**

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. *See Section 6-58.50(A), Alameda Municipal Code (AMC).*
- A landlord shall not increase 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. *See Section 6-58.70(E), AMC.*
- A landlord shall not impose a rent increase using banked amounts in consecutive years. *See Section 6-58.70(E), AMC.*
- A landlord shall not impose a rent increase using banked amounts more than three times during any one tenancy. *See Section 6-58.70(E), AMC.*
- Banked amounts expire when a new tenancy is created. A landlord shall not impose amounts banked under a previous tenancy on a new tenant. *See Section 6-58.70(F), AMC.*
- Banked amounts expire when a landlord transfers ownership of the property. A landlord shall not impose amounts banked under a previous owner. *See Section 6-58.70(F), AMC.*
- A Landlord shall not bank a total of more than 8.0%. *See Section 6-58.70(E), AMC.*
- Due to extra tenant protections enacted in response to the COVID-19 pandemic, any rent increase noticed prior to **December 18, 2022**, that includes banked amounts is invalid. *See Rent Ordinance Regulation 22-02.*

If you have any question regarding banking, the AGA, or the rent increase notice you received, please contact the Rent Program at: rentprogram@alamedaca.gov or (510) 747-7520.

- **This is an important document, please have it translated. If you require interpretation, please call (510) 747-7520 or come to our office.**
- **Este es un documento importante, hágalo traducir. Si usted requiere interpretación, por favor llame al (510) 747-7520 o diríjase a nuestra oficina.**
- **本文件為重要文件，請做好翻譯。我們免費提供翻譯服務。如果您需要翻譯服務，請致電 (510)747-7520，或來我們辦公室。**
- **Đây là tài liệu quan trọng, vui lòng biên dịch. Nếu bạn cần giải thích, xin gọi (510) 747-7520 hoặc đến văn phòng của chúng tôi.**
- **Ito ay isang mahalagang dokumento, mangyaring ipasalin ito. Kung kailangan mo ng interpretasyon, mangyaring tumawag sa (510) 747-7520 o Dumating sa aming opisina.**