



City of Alameda Rent Program  
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• FORM RP-212 •

**Landlord's Declaration of Compliance with City of Alameda's  
Ellis Act Policy Following a Termination of Tenancy for the  
Withdrawal of the Rental Unit from the Rental Market**

*Contact us if you need translation services or reasonable accommodations due to disabilities.*

**PURPOSE**

If the Rent Program requests, a landlord must file this form with the Rent Program if a rental unit has been withdrawn from the rental market under the City of Alameda's Ellis Act Policy. If the rental unit has not been returned to the rental market, a landlord must file this form and provide documentation to verify that the rental unit has not been returned to the rental market. If the rental unit has been returned to the rental market, a landlord must file this form and provide documentation and other information concerning when the unit was returned to the rental market.

This form is a public record and is subject to disclosure.

**REQUIRED DOCUMENT(S)**

If the rental unit has not been returned to the rental market and is **owner-occupied**, submit to the Rent Program any combination of two of the following:

- Current voter registration card showing the owner has registered to vote at the address of the unit
- Current driver's license showing the address of the owner is the address of the unit
- Bank statement, dated within the last 60 days, in the name of the owner, showing the address to which the bank statement is sent, or the address associated with the bank statement, is the address of the unit
- Credit card statement, dated within the last 60 days, in the name of the owner, showing the address to which the credit card statement is sent, or the address associated with the credit card statement, is the address of the unit
- Utility bill, dated within the last 60 days, showing the name of the owner and showing the address to which the utility bill is sent, or the address associated with the utility bill, is the address of the unit

If the rental unit has not been returned to the rental market and is **vacant**, submit utility bills within the last 60 days, showing the name of the owner and the address to which the utility bill is sent.

If the rental unit has been **rented**, submit to the Rent Program the following documents to verify the rent charged to the tenant is in compliance with the Ellis Act Policy:

- A copy of the rental agreement or lease
- One of the following:
  - A copy of the tenant's rent check demonstrating that it has been deposited into the landlord's financial institution account and honored for payment by the financial institution (the routing number and bank account number of the tenant may be redacted).
  - Relevant portions of the landlord's financial institution statement(s) showing the deposit of the rent check or the electronic transfer of funds from the tenant to the landlord (routing number and bank account number may be redacted).

If rent is paid through another means, such as through an app, alternative documentation showing the tenant has paid the rent may be accepted on a case-by-case basis, as necessary, to demonstrate a bona fide payment of rent.

## Unit Status Information

1. What is the address of the unit? \_\_\_\_\_, Alameda, CA
2. Please check the box that applies and submit the related supportive documentation

**UNIT IS OWNER-OCCUPIED**

The owner or a relative lives in the unit.

- a) Occupant name: \_\_\_\_\_
- b) If not the owner, the relationship of occupant to the owner: \_\_\_\_\_
- c) Date the occupant moved into the unit: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Month Day Year
- d) Does occupant pay rent?  YES  NO  
If yes, monthly rent collected: \_\_\_\_\_

*Attach the documentation listed on the form instructions under "Required Documentation."*

**UNIT IS VACANT**

No individual currently occupies the unit.

*Please describe your intentions with the unit, including a timeline of any anticipated changes:*

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*Attach the documentation listed on the form instructions under "Required Documentation."*

**UNIT IS RENTED TO A TENANT**

- a) Tenant Information: \_\_\_\_\_  
*Name Phone Email*
- b) Start date of the new tenancy: \_\_\_\_\_  
*Month Day Year*
- c) Monthly rent: \_\_\_\_\_

*Attach the documentation listed on the form instructions under "Required Documentation."*

**I NO LONGER OWN THIS UNIT**

The unit has been sold.

- a) Name of the new owner: \_\_\_\_\_
- b) New owner or agent contact information: \_\_\_\_\_  
*Phone Email*
- c) Date of the sale: \_\_\_\_\_  
*Month Day Year*

**Declaration**

I declare (or certify) under penalty of perjury under the laws of the State of California that:

1. The information in this form is true and correct to the best of my knowledge and belief.
2. All attachments I have included herewith are either the originals or true and correct copies of the originals.
3. This declaration (certification) was executed on \_\_\_\_\_, 20\_\_\_\_  
at \_\_\_\_\_, California.

\_\_\_\_\_  
Print Name (Landlord)

\_\_\_\_\_  
Signature (Landlord)