



CITY OF OAKLAND
RENT ADJUSTMENT PROGRAM
250 Frank H. Ogawa Plaza, Suite 5313
Oakland, CA 94612-0243

TEL (510) 238-3721
FAX (510) 238-6181
TDD (510) 238-3254

CERTIFICATE FOR OWNER OCCUPANCY OF PROPERTY WITH TWO OR THREE UNITS
(Ordinance Section 8.22.350.F and 8.22.030.D)

Please fill out this Certification form completely and attach the required documentation as described below.
Documentation is required with each annual submittal of Certification form.

Owner's Name(s):		
Property Address (Include Unit Numbers):		Check one: Duplex Triplex
Email Address:	Phone Number:	
Initial Owner Move In Date:	For Continued Occupancy: This Certificate covers Year	
FOR STAFF USE ONLY: This Unit Qualifies for exemption from Rent Adjustment Ordinance, Article I YES / NO Staff member Name/signature:		

REQUIRED DOCUMENTATION

(Following occupancy and for continued occupancy)

I. Proof of service to tenant must be attached to Certificate
II. Three of the following documents as proof of residency in the unit: 1) Current motor vehicle registration plus a copy of the current insurance policy of the vehicle that shows the name of the insured the address of the unit and the period of coverage with proof of payment. 2) Current Driver's license, official California ID card from the Department of Motors Vehicles (DMV), or comparable government issued identification with the address of the unit. 3) Official letter from a social services/government agency within the last 45 days. 4) Current voter registration 5) Current homeowner's tax exemption. 6) Current homeowner's insurance policy for the contents of the unit showing the name of the insured, the address of the unit and the period of coverage, with proof of payment; and or 7) Utility bill dated within 45 days.
III. A copy of proof that the owner-occupant holds at least 33 percent interest in the property

Exemption

Pursuant to O.M.C 8.22.030D I declare that my property is exempt from the Rent Adjustment Ordinance after occupying the unit for at least two years. ☐

I certify under the penalty of perjury under the laws of the State of California that the foregoing is true and correct.

By filing this certification, I attest that I do NOT claim a homeowner's property tax exemption on any other real property in the State of California.

(Signature Owner)

(Today's Date)

An owner who fails to timely serve a certificate after notice of filing requirements or submits false information may be assessed administrative citation pursuant to O.M.C. Chap. 1.12. An owner who fails to timely file or serve a certificate on more than one occasion after notice of the filing requirement or submits false information on more than one occasion may be assessed a civil penalty pursuant to O.M.C. Chap. 1.08.

Mail or fax to:

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