



Housing and Community Development Department  
RENT ADJUSTMENT PROGRAM  
250 Frank H. Ogawa Plaza, Suite 5313  
Oakland, CA 94612-2034

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

**NOTICE TO RENT ADJUSTMENT PROGRAM  
OF INTENT TO WITHDRAW RENTAL UNIT  
FROM RENTAL MARKET**

ELLIS ACT ORDINANCE (Oakland Municipal Code § 8.22.400, et seq.)

**THIS FORM CONTAINS CONFIDENTIAL REQUIRED INFORMATION**

**1. ADDRESS OF PROPERTY:**

\_\_\_\_\_ Oakland, California

**LEGAL DESCRIPTION OF PROPERTY:** Please attach a separate sheet providing the legal description.

\_\_\_\_\_

Block: \_\_\_\_\_ Lot: \_\_\_\_\_ Subdivision: \_\_\_\_\_

**NEW USE OF PROPERTY:**

\_\_\_\_\_

**2. TOTAL NUMBER OF RENTAL UNITS ON THE PROPERTY: (CONFIDENTIAL INFORMATION O.M.C. § 8.22.430 (B))**

\_\_\_\_\_

**3. NUMBER OF RENTAL UNITS BEING REMOVED FROM THE RENTAL HOUSING MARKET**

\_\_\_\_\_

4. **TENANT INFORMATION (CONFIDENTIAL INFORMATION O.M.C. § 8.22.430 (B))**  
Please attach a separate sheet providing the following information for each unit.

- A. Rental Unit No;
- B. Name(s) of All Tenant(s) Residing in the Rental Unit;
- C. Current rent for the Rental Unit;
- D. The date the tenancy began; and
- E. The forwarding address for each tenant in the Rental Unit.

5. **OWNER INFORMATION** (All owners of the property must be listed. Please attach a separate sheet if more room is needed).

Name of Owner(s): \_\_\_\_\_  
\_\_\_\_\_

Address of Owner(s): \_\_\_\_\_  
\_\_\_\_\_

6. **DECLARATION OF OWNER(S) ALL OWNERS MUST PERSONALLY SIGN. PAYMENT OF THE APPLICATION FEE OF \$250 PER UNIT MUST BE ATTACHED.**

I declare under penalty of perjury, under the laws of the State of California, that I have served on the each of the tenants listed on this form:

- 1) City of Oakland Notice of Termination of Tenancy,
- 2) City of Oakland Notice of Tenant Rights,
- 3) City of Oakland Notice of Entitlement to Extension Due to Disability or Age, and
- 4) Notice of Entitlement to Relocation Benefits.

The information provided on this Notice to Rent Adjustment Program to Withdraw Rental Unit From Rental Market, including any attachments, is true and correct to the best of my knowledge and belief.

Executed on \_\_\_\_\_ in \_\_\_\_\_, California.  
(date) (city)

\_\_\_\_\_  
(print name)

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(print name)

\_\_\_\_\_  
(signature)