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CITY OF OAKLAND

Department of Housing and Community Development
Rent Adjustment Program

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INSTRUCTIONS FOR FILLING OUT CAPITAL IMPROVEMENTS CALCULATOR WORKSHEET

- 1. The excel spreadsheet is available on the Rent Adjustment Program (RAP) website at <http://www2.oaklandnet.com/government/o/hcd/s/landlordresources/index.htm>**
- 2. The yellow cells are the cells that you should fill out. The grey and white cells are formatted to do the appropriate calculations and cannot be changed.**
- 3. Insert the effective date of the rent increase in cell H4.**
- 4. Insert the number of residential units in the building in cell H5.**
- 5. Insert the building-wide capital improvements made to the building in Column A, lines 8-17. If you have more improvements to enter you can click the “Add Row” button in A5 to get additional rows.**
- 6. Insert the date completed and out of pocket costs in Columns B and C, rows 8-17.**
- 7. If your building is a mixed use building and contains commercial space, then put an “x” in cell D19.**
- 8. If your building is a mixed use building insert the number of square feet of residential and commercial space in cells D20 and D21.**
- 9. If you also did unit-specific capital improvements then fill in the section entitled “Improvements limited to specific units.”**
- 10. As above, fill in the improvement, the date completed and the full cost in Columns A, B and C, rows 30-35. If you have more improvements than fit in those rows then click the “Add Row” button in A27 to get additional rows.**
- 11. In Column E, rows 30-35, enter the number of units this particular improvement applies to (for example, if you replaced the kitchen in Unit 1, you would enter 1, however if you replaced carpeting in Unit 1 and 2, you would enter 2.)**

12. In Column F, rows 30-35, enter the particular unit number(s) where the work was performed.

13. In the Amortization section, which determines the allowable length of time for the pass-through, list each Unit number for which you intend to increase the rent, in cells A43-A52. As before, if you need additional space, click the “Add Row” button in cell A40 to get additional rows.

14. In cells B43-B52, input the current rent for each unit for which you intend to increase the rent.

15. The building-wide costs in cells C43-C52 will be generated by the spreadsheet.

16. In cells D43-D52, for each unit where you have listed unit-specific capital improvements, insert the allowable cost for each unit as it is listed in cells F30-F35. For example, if you have listed in cell A30 a kitchen remodel for unit 1 at a cost of \$10,000, and it applied only to that unit, cell F30 will report \$7,000. In the amortization section you will list unit 1 and add \$7,000 to cell D43. However, if you have reported carpeting in units 1 and 2 at a cost of \$10,000, cell F30 will report \$3,500 for each unit. Therefore, in the amortization you should list unit 1 in cell A43, and add \$3,500 to cell D43, and unit 2 in cell A44 and add \$3,500 to cell D44.

17. There is an entry message in the amortization section that will tell you whether the amounts you have filled in the cells D37-D42 (and continuing if there are more applicable units) equals the amount listed for the unit-specific costs listed in D24-D29 (and continuing.) These numbers should be equal and your spreadsheet is not accurate unless you see the words “Unit Specific Data Entry is Complete in cell A35.

18. If the spreadsheet is filled out correctly the spreadsheet will report to you the allowable amount of the rent increase, the allowable amortization period and the correct rent increase percentage. You can use these costs to help you fill out the *Enhanced Notice to Tenants for Capital Improvements* form.