

VIOLATIONS SUBJECT TO ADMINISTRATIVE CITATION

Violations, whether by the tenant or the landlord, to specific provisions of the Rent Adjustment Ordinance may be subject to administrative citation.

Specific violations in which the Rent Adjustment Program may issue a citation include the following:

1. A tenant or landlord has failed or refuses to comply with the terms of the mediation agreement or the final order of the Hearing Officer or Rent Board.
2. A landlord is demanding payment of a rent increase in excess of that permitted after a tenant has filed a petition challenging a rent increase(s).
3. A tenant failed to pay the Rent Adjustment Program Service Fee as required.
4. A landlord failed to pay the Rent Adjustment Program Service Fee as required.
5. A landlord failed to file notice with the Rent Adjustment Program that a unit is no longer exempt as required.

In order for the Rent Adjustment Program to investigate possible violations, a Declaration must be made in writing, on the attached Declaration form, and submitted to our office:

By mail:

City Of Oakland
Rent Adjustment Program
P.O Box 70243
Oakland, CA 94612

or, Drop off:

City of Oakland
Rent Adjustment Program
Housing Assistance Center
250 Frank Ogawa Plaza, 6th Floor
Oakland, CA 94612

If you have any further questions, please contact our office between the hours of 8:30 a.m. and 5:00 p.m. at (510) 238-3721.

DECLARATION OF _____

(Print your name) Landlord /Tenant (circle one)

(Print your address and phone number)

RENT ADJUSTMENT CASE NO. _____

The purpose of this declaration is to inform the City of Oakland Rent Adjustment Program about what I think is a violation of the Rent Adjustment Ordinance.

I, _____, an adult, 18 years of age or older, declare the following about:

(Print name and address of other party)

(attach extra sheets if necessary)

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

Executed at Oakland, California on _____ (date).

Signature