



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

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CA RELAY 711

**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(ES) 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 UNITS ON THE PROPERTY:** Please include all units for both residential and non-residential purposes.

\_\_\_\_\_

**3. NUMBER OF ALL RESIDENTIAL RENTAL UNITS BEING REMOVED FROM THE RENTAL HOUSING MARKET (CONFIDENTIAL INFORMATION O.M.C. § 8.22.430 (B))**

\_\_\_\_\_

4. **TENANT INFORMATION (CONFIDENTIAL INFORMATION O.M.C. § 8.22.430 (B))**  
Please attach a separate sheet providing the following information for each unit. If the unit is not currently occupied for residential use, please also include in your document attachment an explanation of each unit's purpose or use.

- A. Rental Unit Number, or Address,
- B. Name(s) of All Tenant(s) Residing in the Residential 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 Residential Rental Unit, if known.

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(S) OF OWNER(S)**

Do you certify that all actions have been initiated as required by law to terminate ALL existing residential tenancies on the property by, including but not limited to, service of a written notice of termination of tenancy?

Yes  No

I declare under the penalty of perjury that the information provided on this Notice to Rent Adjustment Program of Intent 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)

**ALL OWNERS MUST PERSONALLY SIGN.** Attach an additional declaration and signature for each owner of record. Attorneys and/or non-attorney representatives may not sign the owner's declaration on behalf of an owner.

**PAYMENT OF THE \$250 APPLICATION FEE PER UNIT MUST BE ATTACHED.**