



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  
CA RELAY 711

**CERTIFICATE AND SUMMARY OF NOTICE OF INTENT TO  
WITHDRAW RENTAL UNITS FROM RENTAL MARKET**  
  
ELLIS ACT ORDINANCE (Oakland Municipal Code § 8.22.400, et seq.)

Assessor's Parcel #: \_\_\_\_\_

Property Address: \_\_\_\_\_

Property Owner(s): \_\_\_\_\_

**CERTIFICATION OF COMMENCEMENT OF ACTION  
TO TERMINATE EXISTING TENANCIES**

On \_\_\_\_\_, the above-named Owner(s) commenced an action, pursuant to Oakland Municipal Code Chapter 8.22 and applicable state law, to withdraw the rental units at the above-designated address from the rental market. Owner(s) has served ALL tenants in the rental units at the above-designated address with a copy of a **Notice of Termination of Tenancy**.

**SUMMARY OF NOTICE OF INTENT  
TO WITHDRAW RENTAL UNITS FROM RENTAL MARKET**

Owner(s) will be filing a **Notice to Rent Adjustment Program of Intent to Withdraw Rental Unit from Rental Market**. The notice lists the name of each tenant occupying a rental unit on the property and the current rent being collected for the use and occupancy of the rental unit.

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

\_\_\_\_\_  
\_\_\_\_\_  
  
\_\_\_\_\_  
\_\_\_\_\_

(Signature of Owner(s))

(Date)

**THIS DOCUMENT MUST BE RECORDED BY THE ALAMEDA COUNTY RECORDER. THE SIGNATURE OF ALL THE OWNER(S) MUST BE NOTARIZED IN ORDER FOR THIS DOCUMENT TO BE RECORDED. Please attach an additional declaration and notarized signature for each owner of record.**