



**CITY OF OAKLAND**  
**RENT ADJUSTMENT PROGRAM**  
250 Frank H. Ogawa Plaza, Suite 5313 Oakland, CA  
94612-0243  
(510) 238-3721  
CA Relay Service 711  
[www.oaklandca.gov/RAP](http://www.oaklandca.gov/RAP)

## **NOTICE TO TENANTS OF PROPERTY OWNER PETITION TO EXTEND TIME TO VACATE**

### **ATTENTION: IMPORTANT INFORMATION BELOW**

If you are receiving this NOTICE together with a completed PROPERTY OWNER PETITION TO EXTEND TIME OF TENANT VACANCY TO COMPLETE REPAIRS form, it means that the owner of your unit has filed a case with the Oakland Rent Adjustment Program ("RAP") (commonly referred to as the "Rent Board") requesting that you be required to vacate your unit for more than 3 months in order to complete substantial repairs to your unit.

- **A HEARING WILL BE SCHEDULED TO DETERMINE WHETHER THE OWNER PETITION SHOULD BE GRANTED. RAP WILL MAIL YOU A NOTICE WITH THE HEARING DATE.\***  
*\*You may contact RAP to ensure that your current mailing address is on file.*
- **YOU MAY, BUT ARE NOT REQUIRED TO, SUBMIT A FORMAL RESPONSE IN ADVANCE OF THE HEARING.** If you wish to submit any documentary evidence (such as photographs), you must do so at least 5 days prior to the hearing.
- **TO FILE A FORMAL RESPONSE:**
  - 1) Complete a **TENANT RESPONSE** form found on the RAP website (<https://www.oaklandca.gov/documents/rent-adjustment-program-forms-and-notice-for-tenants>)
  - 2) Serve a copy of your **TENANT RESPONSE** form on the owner (or the owner's representative) by mail or personal delivery.
  - 3) Complete a **PROOF OF SERVICE** form (which is attached to the Response form and also available as a stand-alone document) and provide a copy to the owner (or owner's representative) together with your **TENANT RESPONSE** form.
  - 4) Submit your **TENANT RESPONSE** form and completed **PROOF OF SERVICE\*** form to RAP via email or by mail.

*\*Note: The Response will not be considered complete until a PROOF OF SERVICE is filed indicating that the owner has been served with a copy.*

**DOCUMENT REVIEW:** There may be additional documents that were submitted in support of the owner petition that were not provided to you (see "DOCUMENTATION IN EXCESS OF 25 PAGES" on page 3 of the petition form). All documents are available for review at RAP. You may also request paper copies from the owner in your response. The owner must then provide them to you within 10 days of any such request.

**FOR ASSISTANCE:** Contact a RAP Housing Counselor at (510) 238-3721 or via email at [RAP@oaklandca.gov](mailto:RAP@oaklandca.gov). Additional information is also available on the RAP website and on the TENANT RESPONSE form.