



CITY OF OAKLAND
CODE COMPLIANCE RELOCATION PROGRAM
Housing Resource Center
250 Frank H. Ogawa Plaza, 6th Floor
Oakland, CA 94612
(510) 238-6182

SCREENING APPLICATION
TO DETERMINE TENANT ELIGIBILITY FOR RELOCATION BENEFITS

APPLICATION INSTRUCTIONS

Thank you for your interest in the City of Oakland Code Compliance Relocation Program. The Code Compliance Relocation Program Ordinance (the “CCRP Ordinance”) is codified in Chapter 15.60 of the Oakland Municipal Code (OMC) and requires property owners to pay relocation benefits to residential tenants who must vacate their rental units, either temporarily or permanently, due to code enforcement activities. To learn more about the CCRP Ordinance visit the City’s website at <https://www.oaklandca.gov/resources/code-compliance-relocation-program>. The CCRP Ordinance may be found here: [Code Compliance Relocation Program Ordinance-OMC 15.60](#). **Individuals requesting a determination of eligibility for relocation benefits under the Code Compliance Relocation Program Ordinance are required to submit this Screening Application with Required Documentation for review by the City of Oakland. An application must be completed in its entirety to be considered complete.**

TO BE ELIGIBLE FOR CCRP:

- The Applicant must be a “tenant” and live in a “rental unit” or “room” as defined in the Code Compliance Relocation Program Ordinance at §15.60.030; AND
- The tenant household must meet one of the three (3) eligibility criteria that are outlined in the Ordinance at §15.60.040(A).

WHO SHOULD FILE APPLICATION?

- This Screening Application should be completed by the head of household for each separate unit. If individuals living in a unit have separate rental agreements, then each person living in a separate unit should submit their own Screening Application to the City.

FILING INFORMATION

- Completed Screening Application should be submitted to the City of Oakland Code Compliance Relocation Program:

By Mail to:

City of Oakland
Code Compliance Relocation Program
250 Frank H. Ogawa Plaza, 6th Floor
Oakland, CA 94612

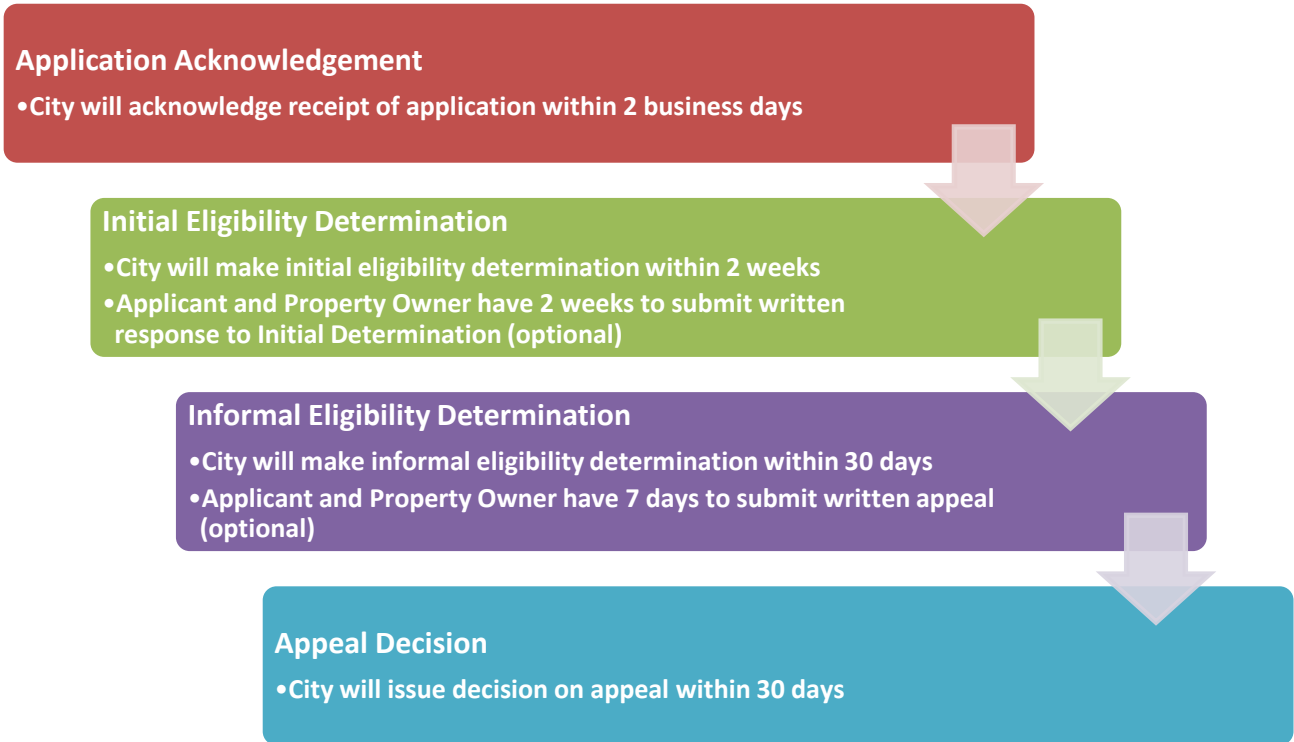
Or Email: housingassistance@oaklandca.gov

REMINDER:

- ONCE THE SCREENING APPLICATION IS SUBMITTED TO THE CITY IT BECOMES A PUBLIC RECORD. PLEASE REDACT ANY PRIVATE INFORMATION (SUCH AS BANK ACCOUNT NUMBERS, CREDIT CARD NUMBERS, OR SOCIAL SECURITY NUMBERS) AS PART OF THIS SCREENING APPLICATION. IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT CITY STAFF at (510) 238-6182.

APPLICATION REVIEW PROCEDURES

The Screening Application will be reviewed by the City of Oakland Code Compliance Relocation Program. For detailed information about the City’s eligibility determination procedures, refer to the “Code Compliance Relocation Program – Program Summary Document” found at the City’s website at <https://www.oaklandca.gov/resources/code-compliance-relocation-program>. These are the general steps in the process:



For more information or if you have questions, please contact the Code Compliance Relocation Program at housingassistance@oaklandca.gov or (510) 238-6182.



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Date Stamp:

RELOCATION SCREENING APPLICATION
TO DETERMINE TENANT ELIGIBILITY FOR RELOCATION BENEFITS
APPLICATION DATE:

SECTION I – CONTACT AND PROPERTY INFORMATION – PLEASE PRINT LEGIBLY

Your Name:	Address of Vacated Unit with zip code:	Your Current Address with zip code (if different from Vacated Unit Address):		
Your Home Phone:	Your Cell Phone:	Your Email:		
Property Owner(s) name(s):	Property Owner Mailing Address with zip code:	Telephone: Email:		
Property Manager or Management Company (if different from Property Owner):	Property Manager Mailing Address with zip code:	Telephone: Email:		
Your Unit Type: <input type="checkbox"/> Apartment Unit <input type="checkbox"/> Single Family Room or SRO <input type="checkbox"/> Live/Work <input type="checkbox"/> Other – Describe: _____	Enter names of all household members in rented unit or room (include yourself). Check box if household member is senior, disabled, or a minor. If you have additional household members, attach information on separate sheet.			
	Household Members Names	Senior (62 or older)	Disabled	Minor (17 or younger)
	1.			
	2.			
	3.			
Your Unit Size: <input type="checkbox"/> Studio <input type="checkbox"/> 1-bedroom <input type="checkbox"/> 2-bedroom <input type="checkbox"/> 3-bedroom <input type="checkbox"/> 4-bedroom	4.			
	5.			
	6.			
Total Annual Household Income (include income for all household members ages 18 and older): \$.	Number of units on the entire property (if known): _____			

SECTION II – RESIDENTIAL TENANCY IN CITY OF OAKLAND

1) Are you an Oakland resident and tenant in one of the following types of units/rooms?

Yes *Check type of unit below and proceed to Question 2.*

- Rental unit in Oakland (can be in multi-family or single-family structure)
- Single Room Occupancy (SRO) unit in Oakland
- Live/Workspace in Oakland
- Unpermitted and/or illegal unit in Oakland
- Room

No *If No, STOP HERE. You are not eligible for the Code Compliance Relocation Program.*

2) Does your landlord acknowledge that you are a residential tenant in the type of unit you have checked in Question 1? This may be acknowledged through one or more possible ways, as listed below. Submittal of documentation required.

Yes, landlord acknowledges that I am residential tenant. *Proceed to Question 3*

- Lease or Rental Agreement
- Utilities in tenant’s name at the property address, from most recent three (3) months
- Receipt of Rental Payments
- Written admission from landlord of tenant’s tenancy of unit (such as text messages, emails, written correspondence)

Submit copies of residential tenancy evidence with completed Screening Application.

No, I do not have evidence through an oral or written agreement with my landlord of tenancy of the unit. *If No, STOP HERE. You are not eligible for the Code Compliance Relocation Program. Please call 2-1-1 if seeking other forms of housing and/or housing-related services in Alameda County.*

SECTION III – RENTAL UNIT/ROOM OCCUPANCY

3) Have you vacated your rental unit/room?

- Yes *Proceed to Question 4*
- No *Skip to Question 10*

4) Enter the date that you vacated your rental unit/room (mm/dd/yyyy).

___ / ___ / _____ *Proceed to Question 5*

5) Did you vacate your rental unit/room as a result of eviction proceedings?

- Yes *Proceed to Question 6*
- No *Skip to Question 8*

6) What was the cause given for the eviction? *Proceed to Question 7*

7) Enter the start and end dates (mm/dd/yyyy) for the eviction proceedings if known.

___ / ___ / _____ to ___ / ___ / _____

Submit copies of any related eviction notices with completed Screening Application. Proceed to Question 8.

8) Did you vacate your rental unit/room as a result of the issuance of any of the following types of Notices?

- Yes *Check type of notice below and skip to Question 13*
- No *Proceed to Question 9*

- Landlord issued a **Notice to Vacate** to the Tenant to undertake repairs.
- City of Oakland or a Court of Competent Jurisdiction issued a **Notice to Vacate**
- City of Oakland issued a **Notice to Abate Life Threatening Condition**
- City of Oakland issued a **Declaration of Substandard Conditions**
- City of Oakland issued a **Declaration of Imminent Hazard**
- Other Reason – Please describe below.

Submit copies of any Notice(s) with completed Screening Application.

9) Did you vacate your rental unit/room because the Property Owner wanted your rental unit/room to be vacated as a result of code enforcement conditions that necessitated vacating your rental unit/room?

- Yes *Skip to Question 13*
- No *Proceed to Question 10*

10) Will you need to vacate your rental unit/room in the near future as a result of code enforcement conditions that necessitate vacating your rental unit/room?

- Yes *Proceed to Question 11*
- No *If No, **STOP HERE**. You are not eligible for the Code Compliance Relocation Program.*

11) Enter date on which you expect that you must vacate your rental unit/room (mm/dd/yyyy).

___ / ___ / _____ *Proceed to Question 12*

12) Indicate the reason that you must vacate your rental unit/room. *Proceed to Question 13*

- Landlord issued a **Notice to Vacate** to the Tenant to undertake repairs.
- City of Oakland or a Court of Competent Jurisdiction issued a **Notice to Vacate**
- City of Oakland issued a **Notice to Abate Life Threatening Condition**
- City of Oakland issued a **Declaration of Substandard Conditions**
- City of Oakland issued a **Declaration of Imminent Hazard**
- I vacated because the Property Owner wanted my rental unit/room to be vacated due to the existence of code enforcement conditions that necessitated vacating my rental unit/room.
- Other Reason – Please describe below.

Submit copies of any received Notice(s) with Screening Application.

SECTION IV – STATUS OF RELOCATION PAYMENTS

13) How much and under what terms has your landlord indicated they will pay relocation? *Please describe below and then proceed to Question 14.*

14) If you vacated your rental unit or room due to the City’s issuance of a “Notice Abate Life Threatening Condition” or a “Declaration of Substandard Conditions”, and NOT in response to a “Notice to Vacate,” have you provided your Property Owner a written demand for relocation payment?

- Yes *Proceed to Question 15*
- No *Skip to Question 16*

Pursuant to §15.60.070(C) of the CCRP Ordinance, if you did not give advance notice of your intention to vacate, you are required to send the written demand for relocation payment no later than 30 days following the date you vacated your unit or room, and the property owner is required to make payment to the eligible tenant household no later than 10 days after such written demand. Skip to Question 16.

15) On what date (mm/dd/yyyy) did you provide your written demand for relocation payment to the Property Owner?

___ / ___ / _____ *Proceed to Question 16*

Submit copy of the written demand with completed Screening Application.

16) Do you believe you qualify for the additional \$2,500 in relocation benefits on the basis of your household status as Lower Income, Disabled, Senior (62 or older), and/or having Minor Children (17 or younger)?

- Yes *Proceed to Question 17*
- Lower Income
- Disabled
- Senior
- Minor Children

Submit evidence of qualification with your Screening Application. See documentation requirements at end of this application.

- No *Proceed to Question 17*

SECTION V – SUPPLEMENTAL INFORMATION

17) How did you learn about the Code Compliance Relocation Program? Proceed to Question 18

- _____ Code Compliance Relocation Program website
- _____ Brochure provided by City of Oakland Code Enforcement, Building Department or Fire Department
- _____ Brochure provided by Housing Resource Center, City of Oakland
- _____ Legal services or community organization
- _____ Other (describe): _____

18) Please indicate the race/ethnicity of all household members in the chart below (optional)

	Column A Total Number of Household members of <u>Non-Hispanic Origin</u>	Column B Total Number in Household members of <u>Hispanic Origin</u>	Total (Columns A + B)
White			
Black/African American			
Asian			
American Indian/Alaska Native			
<i>For persons who identify as being of these two specific races:</i>			
American Indian/Alaska Native and White			
Asian and White			
Black/African American and White			
American Indian/Alaska Native and Black/African American			
<i>For persons who identify as multiple races not listed above:</i>			
Other Multiple Race			
TOTAL			

SECTION VI - VERIFICATION: Must be signed below by the Applicant

“I certify (or declare) under penalty of perjury under the laws of the State of California that the foregoing information written on this application is true and correct”.

_____ Applicant Signature

_____ Date

REQUIRED DOCUMENTATION:

The documentation listed below must be submitted with your Screening Application so the City may complete its initial determination of tenant eligibility under the Code Compliance Relocation Program.

- Evidence of Tenancy – submit copies of all forms that apply.
 - o Lease or Rental Agreement
 - o Utilities in tenant’s name at the property address, from most recent three (3) months
 - o Receipt of Rental Payments
 - o Written admission from landlord of tenant’s tenancy of unit (e.g., text messages, written correspondence)
- Copies of any eviction notices or other related materials.
- Copies of any Notice(s) issued by Landlord (Notice to Vacate).
- If available, copies of any notices issued for rental unit/room or Property such City- or Court-issued Notice to Vacate, Notice to Abate Life Threatening Condition, Declaration of Substandard Conditions, Declaration of Imminent Hazard.
- IF CLAIMING ADDITIONAL RELOCATION BENEFIT** for status as Lower Income (see chart below), Disabled, Senior (62 or older), and/or with Minor Children in Household (17 or younger), submit documentation as follows:
 - o Income Documentation: copies of four (4) most recent consecutive paystubs or, if self-employed, previous 2 years’ net income shown on Schedule C of federal income tax returns; also, most recent statements showing income from other sources such as Social Security or Disability income, public assistance, pensions, death benefits, retirement funds, insurance policies, child support, or any other source.
 - o Disability Documentation: _____
 - o Senior Documentation: copy of license or other form of identification showing age and/or status as senior age 62 or older.
 - o Minor Children in Household: copy of lease or other evidence of tenancy listing household members and ages.

City of Oakland 2024 Income Limits for Lower Income Households Based on FY 2024 HUD Income Limits Summary https://www.huduser.gov/portal/datasets/il/il2022/2022summary.odn Effective 6/30/24						
Size of Household	1-person	2-person	3-person	4-person	5-person	6-person
Income Limit	\$84,600	\$96,650	\$108,750	\$120,800	\$130,500	\$140,150

OPTIONAL DOCUMENTATION:

- On a separate sheet of paper, you may describe the chronology of events surrounding your application for review of tenant eligibility under the Code Compliance Relocation Program, e.g., what happened from the moment you were notified of the code enforcement action forward.
- On a separate sheet, you may describe how you have been in communication with your landlord/property owner. Describe dates and times and provide evidence if available (emails, letters, texts, etc.)
- Other Documentation that you believe may be useful for the City’s review of your Screening Application.

CCRP SCREENING APPLICATION REVIEW – For Staff Use Only

- Date Application Received: _____
- Application Review by: _____
- Date of Initial Determination of Eligibility/Ineligibility: _____
- Applicant is initially determined to be **eligible** for relocation payments by property owner pursuant to the requirements of the City of Oakland Code Compliance Relocation Program at O.M.C. §15.60 et seq.
- Applicant is initially determined to be **ineligible** for relocation payments by property owner pursuant to the requirements of the City of Oakland Code Compliance Relocation Program at O.M.C. §15.60 et seq.
- Unable to make a determination due to insufficient documentation. CCRP staff to request applicant to supply additional documents.