

Instructions



**Housing
Authority of the City of Alameda**

Rent and Community Programs

PHONE (510) 747-4346

FAX (510) 864-0879

rrac@alamedahsg.org

www.alamedarentprogram.org

701 Atlantic Avenue • Alameda, California 94501-2161

• FORM RP-04 •

LANDLORD REQUEST FOR A RENT INCREASE ABOVE 5%

Contact us if you need translation services or special accommodations due to disabilities.

PURPOSE

A landlord should use this form when serving a tenant with a notice of a rent increase above 5%. This form initiates the required review by the Rent Review Advisory Committee.

REQUIRED DOCUMENTATION

In addition to completing this form, the following documentation is also required:

- A copy of the full rent increase notice, including attachments, that was served on the tenant.
The notice must include proof that the required text from section 6-58.65, Alameda Municipal Code [AMC] was served on the tenant.
- Proof of ownership interest in the property by the person who will attend the RRAC hearing.
Attach documentation (e.g., copy of vesting deed, tax statement, etc.) demonstrating that the person attending the hearing is an owner. If the rental unit is owned by an entity, attach documentation (e.g., partnership documents, resolution, etc.) demonstrating that the person attending the hearing has the lawful authority to bind the entity under penalty of perjury.

DEADLINE

The required documents must be filed with the RENT STABILIZATION PROGRAM (via fax, email or mail) within fifteen (15) calendar days after service of the rent increase notice on the tenant.

RENT REVIEW ADVISORY COMMITTEE (RRAC) HEARING SCHEDULE

Valid rent increase documents filed by the 10th of the month will be scheduled for a RRAC hearing on the first Monday of the following month. This schedule may vary depending on volume.

RENT REVIEW ADVISORY COMMITTEE (RRAC) AUTHORITY

RRAC decisions regarding the allowable amount of the rent increase are:

- Binding for all multi-family units built before February 1, 1995 when the rent increase offer is above 5%.

- Non-binding when the rental unit is exempt as set forth in Section 6-58.135 of the AMC.

The RRAC does not provide legal advice. Landlords and tenants are responsible for seeking the advice of legal counsel on any matters related to their specific circumstances.

FOR YOUR INFORMATION

- This form becomes public record when submitted and is subject to disclosure under the California Public Records Act and the City of Alameda's Sunshine Ordinance.
- A rent increase is not eligible for review by the RRAC if the tenant's rent is regulated by federal law or by regulatory agreements between the landlord and (a) the City, (b) the Housing Authority or (c) any agency of the State of California or the Federal Government.
- When a landlord is seeking a rent increase above 5% based on capital improvements, the RRAC will not review the rent increase. A Capital Improvement Plan must be submitted instead. Please contact staff for more information on Capital Improvement Plans.

PROCEDURE

Notices that meet compliance with Ordinance no. 3148 will be scheduled for a RRAC hearing:

- The landlord will receive a notice to appear at a RRAC hearing.
- A person with ownership interest in the property must attend the RRAC hearing. If such person does not attend, the rent increase will be void.
- The tenant will receive a copy of this form and a notice to appear at a RRAC hearing.
- Free and private mediation is made available, upon request.

After a notice is affirmed by the Rent Stabilization Program to be in compliance with the Ordinance, the tenant and landlord have the option to reach a mutually agreeable amount of rent increase prior to the scheduled RRAC hearing. Written acknowledgment of the agreement must be submitted using Form RP-05.

Contact Information

Tenant Information

Tenant Name *	Email	Phone Number
Dora Wong		Numbers only

Tenant street address *	Unit number	City	State
768 Eagle Ave	Downstairs	Alameda	CA

Landlord Information

Landlord Name *	Email	Phone Number
Jeffrey W Tam <small>Person with ownership interest who will attend the RRAC meeting. If the rental unit is owned by an entity, then a person from that entity who has the lawful authority to bind the entity under penalty of perjury must appear at the hearing.</small>	jeffreywtam@gmail.com	5104617693 <small>Numbers only</small>

Landlord street address *	Unit number	City *	State *	Add name
408 Yorkshire Road		Alameda	CA	- <small>Only when there are multiple addresses</small>

Rent Increase Information

Current Rent Increase Offer

1. What is the current monthly rent? *	What is monthly amount of rent with the requested rent increase? *	Increased amount	Increased percentage
\$ 1,000.00	\$ 1,500.00	\$ 500.00	50%

2. What date was the notice served on the tenant? *

6/18/2018

3. What is the effective date of the rent increase? *

9/1/2018

4. How was the rent increase notice served? *

☐ In-Person ☐ Post & Mail ☒ Other (please specify)

Personally dropped off in mailbox

Rent History Information

5. Is the current tenancy under a lease (or other written rental agreement) or a month-to-month agreement? *

☒ Lease ☐ Month-to-Month

6. What was the start date of the tenancy? *

8/1/2018

7. Have previous rent increases been imposed on the tenant(s) at this unit? *

☐ No ☒ Yes

Rent increase history at this unit

Rent increase effective date	Rent increased from *	Rent increased to *	Increased amount	Increased percentage
5/1/2015	\$ 900.00	\$ 950.00	\$ 50.00	5.55555%
5/1/2016	\$ 950.00	\$ 1,000.00	\$ 50.00	5.26315%

Property Information

8. Does the landlord participate in the Section 8 Housing Choice Voucher program for this unit? *

Any unit receiving Section 8 assistance is not required to use this form and must follow rent increase procedures under the Section 8 program.

9. In the past 12 months, has the building changed ownership? *

☒ No ☐ Yes ☐ Don't Know

10. Is the unit any one of the following: a) a single-family home (built anytime), b) a condominium (built anytime), or c) a unit in a multi-unit building that was built after February 1995? *

☒ No ☐ Yes

	Stories in the building *	Units in the building	Bedrooms in the unit	Bathrooms in the unit
11. How many?	2	2	3	

12. How many occupants reside in the unit?

13. Please check any housing services offered at the unit: *

☒ Gas ☒ Water ☒ Electricity ☒ Garbage ☒ Recycling ☐ Pet Rent ☒ Off street parking ☐ Garage parking
☐ Elevator ☐ Building security ☐ Pool ☐ Furnished ☐ None
☐ Other (please specify)

14. Are there any housing services that were included in the rent before the rent increase, but are now being charged separately from the rent amount? *

☒ No ☐ Yes (please specify)

Rent Increase Response

Factors considered by the RRAC may include, but are not limited to:

- the frequency, amount and the presence or absence of prior rent increases
- the landlord's costs of operation
- any change in housing services (as defined in section 6-58.15.M, AMC) since the last rent increase
- the financial impact on the tenant
- the landlord's interest in earning a just and reasonable rate of return

[Click here for more information.](#)

15. Share your perspective on this rent increase by uploading the documents indicated below :

Would you like instructions on how to upload a document?

☐ No ☒ Yes

Upload Instructions:

1. Click the grey Upload button below.
2. A window will appear that displays the files in your computer.
3. Choose the file(s) from your computer that you would like to upload.
4. Click Open.

a. Submit a copy of the rent increase notice and any attachments provided with the notice.

Dora Wong Rental Lease.pdf	108KB
RP03.pdf	3.37MB
Wong-Rent Increase.docx	6.81KB

b. Please provide a written statement explaining the reason(s) you are requesting a rent increase above 5%.

Optional: Type your statement here.

Rent is being raised a large amount because the house was originally offered at a low rate because the tenant was a mutual friend with a family friend, but as an owner I am in a finally difficult situation with my wife's passing and son attending college, I am raising the rent to somewhat match the rent of the upstairs unit of the same building.

c. Please submit supportive documentation to substantiate your statements. The landlord has the burden of proof to demonstrate the need for a rent increase in excess of 5%.

Mediation Request

16. Would you like to schedule private mediation for this rent increase? (This service is provided free of charge.) *

☐ No ☒ Yes

Declaration

I declare (or certify) under penalty of perjury under the laws of the State of California that:

1. The information in this form is true and correct to the best of my knowledge and belief.
2. Any and all attachments I have included herewith are either the originals or true and correct copies of the originals.
3. The request for a rent increase is in compliance with City of Alameda regulations.

4. This declaration (certification) was executed on *

7/2/2018

Date

5. This declaration (certification) was executed at *

Alameda

Location (City, State)

Signatory must be the owner. If the property is owed by an entity, the signatory must be someone with authority to bind the entity under penalty of perjury. *

Jeffrey W Tam

Print Name

*

A rectangular box containing a handwritten signature in cursive script that reads "Jeffrey W Tam".

Signature

June 18th, 2018

Dora Wong
786 Eagle Ave - Downstairs
Alameda, California
94501

RE: Change in Rent Notice and Other Updates

Dear Tenant,

Please be advised that 60 days from June 18th, 2018 the monthly rent for the rented premises you now occupy as my Tenant shall be **increased to \$1,500.00 per month**, payable in advance on or before the first day of each month (first increased rent payment begins on September 1st, 2018) during your continued tenancy. This is a change from your present rent of \$1,000.00 per month.

Please review attached documents (Rental Agreement and Rules and Regulations) as your tenancy agreement has been updated to fit legal requirements needed to impose a rent increase. After reviewing both documents please **SIGN AND RETURN THE LANDLORD COPY OF THE RENTAL AGREEMENT** within a week of receiving the documents (June 24, 2018).

If you have any questions or concerns please reach me at through email at jessetam97@gmail.com or call me at 510-326-8864.

Sincerely,

Jesse Tam
408 Yorkshire Rd, Alameda, California 94501

Date:_____