



701 Atlantic Avenue • Alameda, California 94501-2161

Rent Review Advisory Committee (RRAC) Participant Checklist

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

1. EDUCATE YOURSELF

- ☐ Thoroughly review all materials provided by the Rent Stabilization Program.
- ☐ Attend an in-person Rent Increase Workshop, or watch a pre-recorded workshop on our website, www.alamedarentprogram.org (also see the enclosed workshop flyer).
- ☐ Call or email staff with any questions about the rent review process, your options, and possibilities for resolution. Respond to staff's calls, emails, and letters in a timely manner.

2. OPTIONAL - PREPARE FOR PRE-RRAC MEDIATION, IF SCHEDULED

- ☐ Review the enclosed Mediation Services Guide and consider requesting mediation.
- ☐ Consult with staff for questions or concerns you have about the mediation process.
- ☐ Let staff know if you are interested in mediation at least 10 calendar days prior to your scheduled RRAC hearing to provide sufficient time for coordinating & scheduling.

3. PREPARE FOR THE RRAC HEARING

- ☐ Listen to recordings and/or read the minutes of previous RRAC hearings to get a sense of what to expect. They are archived on our website: www.alamedarentprogram.org.
- ☐ At least 10 days before your scheduled hearing, submit a response using the appropriate form (RP-01 for tenants; RP-07 for landlords). Attach a statement & any supportive documents providing your perspective. Examples of supportive documents include, but are not limited to:
 - Tenants: a statement detailing how the requested increase will affect you and your household, a household budget showing income and expenses, documentation of needed repairs or maintenance, or other unresolved issues.
 - Landlords: documents showing increased costs of operation, e.g., repair and maintenance invoices, property tax records, insurance bills, cash-flow or income-expense statements, or other documents that may illustrate a reasonable rate of return on property.

4. AFTER THE HEARING

- ☐ Staff will send participants a letter the day following their RRAC hearing summarizing the results and providing options moving forward. If you find any of the information contained in this letter to be unclear, please contact program staff for clarification and to make sure you understand your appeal options if you are not satisfied with the result of a RRAC hearing.