



NOTICE OF TERMINATION OF TENANCY DUE TO WITHDRAWAL OF THE RENTAL UNIT FROM THE RENTAL MARKET

(Section 11.100.050(a)(7), Richmond Municipal Code and Chapter 5, Rent Board Regulations)

Instructions and Purpose: This template may be used by a Landlord to notify a Tenant of termination of tenancy in accordance with the California Ellis Act (Government Code section 7060-7060.7). Upon completion, this notice shall be provided to each Tenant. A copy of the notice must be filed with the Rent Board with a proof of service upon each Tenant within two (2) business days after service on the Tenant in accordance with the Termination of Tenancy procedure described at <http://www.ci.richmond.ca.us/3387/Termination-of-Tenancy>. Please note, the Rent Program does not guarantee the legal validity of "Sample" forms and notices, but rather provides these templates for informational purposes. Please consult with an attorney as to the legal sufficiency of any "Sample" forms and/or notices you choose to serve on a Tenant.

To Tenants and occupants in possession of the Rental Unit at:

Address: _____

<i>Street Address</i>	<i>Apt/ Unit #</i>
<i>City, State</i>	<i>ZIP Code</i>

YOU ARE HEREBY NOTIFIED that, effective _____ (date) (this date must be at least 120 days from the date this notice is served), the tenancy by which you hold possession of the Rental Unit will be terminated. At that time, you will be required to vacate and surrender possession of the Rental Unit. Failure to vacate the unit after expiration of this notice may result in the initiation of eviction proceedings. This notice is being given pursuant to Section 11.100.050(a)(7), Richmond Municipal Code, in order to withdraw permanently your unit and all other residential Rental Units on the property from the rental housing market.

You may be entitled to remain in your Rental Unit for one year. If you are: (1) are a senior citizen (as that term is defined in Chapter 11.102, Richmond Municipal Code), are disabled (as that term is defined in Chapter 11.102, Richmond Municipal Code), are a "low income household" (as that term is defined California Health and Safety Code, section 50079.5) or have one or more minor dependent children living in the household, and (2) have resided in the Rental Unit for at least one year, you are entitled to remain in the Rental Unit for one year but you must within 60 days of this notice complete and provide to the Landlord a Notice of Entitlement to One Year's Notice for a Tenancy Being Terminated due to Withdrawal of the Rental Unit from the Rental Market, a partially completed copy of which has been provided to you along with this Notice.

You are entitled to a Permanent Relocation Payment and you may be eligible for an enhanced Permanent Relocation Payment (Chapter 11.102, Richmond Municipal Code). You are entitled to a permanent relocation payment. If you are at least 62 years of age, disabled, or have at least one minor dependent child living in the household, you may be entitled to greater relocation payment. In order to receive a greater relocation payment from your Landlord, you must complete the attached partially completed Tenant Assertion of Age, Disability or Presence of Minor Children form and provide it to your Landlord at the time that you inform your Landlord that you will be vacating the unit on the date in the Notice to Termination of Tenancy due to Withdrawal of the Rental Unit from the Rental Market.

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Landlord's Signature

Landlord's Printed Name

Date: _____

Landlord's Business Mailing Address: _____
Street Address *Apt/ Unit #*

City *ZIP Code*

Declaration of Landlord

I declare under penalty of perjury under the laws of the state of California that this information and every attached document, statement and form is true and correct and that this Declaration was executed on _____, 20____ at _____, California.

Landlord's Signature: _____ Date: _____

Landlord's Name:

First *M.I.* *Last*



PROOF OF SERVICE

I am a resident of _____ County. I am and was, at the time of service, over eighteen (18) years of age. On _____ (DATE), at _____ (TIME),

I served one copy of the attached documents:

(identify documents being served)

BY: (Check appropriate box)

PERSONAL SERVICE: Delivering the documents in person to the following individual(s): [PRINT NAME OF EACH PARTY SERVED]

MAIL: Placing the documents, enclosed in a sealed envelope with first-class postage fully paid, into a US Postal Service Mailbox, addressed as follows:
[PRINT NAME AND ADDRESS AS SHOWN ON ENVELOPE OF EACH PARTY]

Declaration: I declare under penalty of perjury under the laws of the state of California that this information and every attached document, statement and form is true and correct.

Signature: _____ Date: _____

Name: _____

First

M.I.

Last