



NOTE TO LANDLORD: TWO COPIES OF THIS FORM SHALL BE SERVED WITH ANY NOTICE OF INTENT TO WITHDRAW A RENTAL UNIT FROM THE RENTAL MARKET. LANDLORDS MUST COMPLETE SECTION 1 OF THIS FORM. (SECTION 11.100.050(a)(7), RICHMOND MUNICIPAL CODE)

NOTICE OF ENTITLEMENT TO ONE YEAR’S NOTICE FOR A TENANCY BEING TERMINATED 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)

Purpose: The Landlord must provide two copies of this form to each Tenant displaced pursuant to the Ellis Act (Government Code section 7060-7060.7). In order to remain in the Rental Unit for one year, the Tenant, within 60 days of receipt of this Notice, must notify the Landlord of their eligibility to extend the Tenancy to one year after the Landlord filed a Notice of Intent to Withdraw Accommodations from Rent or Lease with the Rent Board. 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.

Landlords are required to complete Section 1 of this form. A Tenant who is entitled to extend the Tenant’s tenancy for one year because (1) the Tenant has lived in the Rental Unit for one year and (2) is 62 years of age or older, is disabled, is a lower income household or has one or more minor children in the household must complete Section 2 of this form and provide it to the Landlord and the Rent Program within 60 days of receipt of this Notice.

SECTION 1 (FOR COMPLETION BY LANDLORD):

Assessor’s Parcel Number (APN): _____ - _____ - _____

Property Address of Rental Unit: _____

City, State and Zip Code: _____

Owner Name: _____ Phone: _____

Business Mailing Address: _____

City, State and Zip Code: _____

Business Email address: _____

Agent Name (if applicable): _____

Business Mailing Address: _____

City, State and Zip Code: _____

Business Email Address: _____

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NOTE TO TENANT: This notice must be delivered to the Landlord within 60 days of the date the Tenant was served with the Notice of Termination of Tenancy Due to the Withdrawal of the Rental Unit from the Rental Market.

SECTION 2 (FOR COMPLETION BY TENANT):

I am the Tenant at _____ (full address), and this Notice informs you that I am asserting my entitlement to one year's notice concerning the termination of my tenancy because the reason for terminating my tenancy is under the City of Richmond's Ellis Act Policy (the Withdrawal of the Rental Unit from the Rental Market) and (1) I have resided in the Rental Unit for at least one year prior to the service of the Notice of Intent to Withdraw a Rental Unit from the Rental Market on _____, 20__ and (2) (i) I am at least 62 years of age, (ii) I am disabled, (iii) my household is a lower income household and/or (iv) I have one or more minor dependent children residing in my household. See Section 11.100.050 (a) (7), Richmond Municipal Code; Rent Board Regulation 503. Based thereon, it is my understanding that I am entitled to one year's notice prior to surrendering the Rental Unit to the Landlord.

I am providing to you a Notice to Landlord that the Tenant will Vacate the Rental Unit by no later than _____, 20__, which is one year from the date that the Landlord's Notice of Intent to Withdraw Accommodations to Rent or Lease was filed with the Rent Board.

Below and attached are the following to substantiate my assertion to this entitlement (check all that apply):

- I am 62 years of age or older
- I am a disabled person within the meaning of California Government Code, section 12955.3.
- My household is a lower income household as defined in California Health and Safety Code, section 50079.5.
- There is one or more dependent children under the age of 18 residing in the household.

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NOTE TO TENANT: Provide a copy of this completed Notice of Entitlement to One Year's Notice and any attachments to the Landlord. File a copy with the Rent Program either in person or mail to City of Richmond Rent Program, 440 Civic Center Plaza, Suite 200, Richmond, CA 94804.



PLEASE NOTE:

Any records included with this form and submitted to the Rent Program may be subject to disclosure under the California Public Records Act; provided, however, that a Tenant's confidential, private medical or financial information will not be disclosed under the Public Records Act.

SIGNATURE

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this Declaration was executed on _____, 20__ at _____, California.

Tenant Signature _____

Date _____