

FORMS AND SEQUENCE FOR COMPLYING WITH THE CITY OF BERKELEY'S ELLIS IMPLEMENTATION ORDINANCE

NOTICE FORMS	REQUIRED BY BMC SECTION:	PROVIDED		IN ORDER TO:
		BY	TO	
Personal Check	13.77.070	Owner	Rent Board	\$300 fee for first two units and \$100 for each additional occupied unit must be paid before the Notice of Intent is served.
Notice of Intent to Withdraw Accommodations and Notice of Tenants' Rights	13.77.050.A.1 13.77.050.A.5 13.77.050.A.8	Owner	Tenants	Provide tenants with at least 120 days (one year for seniors and disabled tenants) notice of owner's intent to withdraw the property from the rental housing market and notify tenants of their rights and options under the Ellis Implementation Ordinance.
Notice of Termination of Tenancy	13.77.050.A.1 13.77.050.A.8	Owner	Tenants	Provide tenants with at least 120 days (one year for seniors and disabled tenants) notice of termination of their tenancy in their units.
Deposit Relocation Payment of \$15,000 for each occupied unit	13.77.055.A	Owner	Rent Board	Provide all households with assistance in relocation. Certain qualifying households may be entitled to receive an additional \$5000.
Two Blank Notices of Assertion of Age and/or Disability and Length of Tenancy	13.77.050.A.6 13.77.050.A.7	Owner	Tenants	Provide tenants the opportunity to declare that they are either a senior or disabled, or both, as defined in California state law, and have lived in their unit at least one year prior to receiving the notice of intent to withdraw accommodations from the rental market.
Two Stamped and Addressed Postcards	13.77.050.A.1	Owner	Tenants	Allow tenant households that are eligible to receive additional \$5,000 in relocation assistance to assert such claim.
Blank Notice of Interest to Renew Accommodations	13.77.040.C	Owner	Tenants	Provide tenants the option of re-renting a unit on the property should the owner decide to rent the units within ten years of the date the units were withdrawn from the rental market. This form should be served with the Notice of Intent to Withdraw Accommodations and Notice of Termination of Tenancy.
Notice to City of Berkeley of Intent to Withdraw Accommodations from Rent	13.77.050.A.3	Owner	Rent Board	Notify the City of owner's intent to withdraw subject property from the rental housing market; provide the Board with a list of all tenants affected by the withdrawal of rental units and the rents of the units as of the noticed date of withdrawal.
Recordation of Certificate and Memorandum	13.77.050.A.4	Owner	Alameda County Recorder and Rent Board	Provide public notice that the property has been withdrawn from the rental housing market. Certificate and Memorandum are to be recorded at the time the Notice of Intent to Withdraw Accommodations is served on Rent Board.

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Postcard claiming entitlement to Additional Relocation Assistance	13.77.055.D	Tenants	Owner and Rent Board	Low-income, elderly or disabled tenants, tenants with minor children or tenants whose tenancy began prior to January 1, 1999 must return postcard within 30 days of the date of service on the tenant of the Notice of Intent to Withdraw Accommodation in order to receive additional relocation assistance.
\$5,000 in Additional Relocation Assistance and Challenge of Eligibility	13.77.055.D	Owner	Rent Board	Owner must deposit \$5,000 in relocation assistance with Board within 10 days of date a postcard claiming eligibility for additional relocation assistance was mailed. An owner who elects to challenge tenant's eligibility for the additional assistance, must file a challenge within 10 days of date postcard was mailed.
Assertion of Age or Disability	13.77.050.A.6 13.77.050.A.7	Tenant	Rent Board and Owner	Notify City and owner of tenant's eligibility for 1-year notice of intent to withdraw units from market. Assertion must be made within 60 days of date City is notified of intent to withdraw units from market.
Notice of Extension of Date of Termination	13.77.050.A.8	Owner	Tenant and Rent Board	Notify City and tenant that the date accommodations are to be withdrawn from market is extended because the tenant is at least 62 years old or disabled.
Notice of Extension of Date of Termination	13.77.050.A.9	Owner	Tenants and Rent Board	Notify City and non-disabled and non-elderly tenants that the date accommodations are to be withdrawn is being extended because another tenant on property is at least 62 years old or disabled.
Notice of Interest in Renewing Tenancy	13.77.040.B.3	Tenant	Owner and Rent Board	Notify the owner of the tenant's interest in receiving an offer to renew their tenancy on the property if it is again rented. This notice must be given to the owner no later than 30 days after the date the tenant vacates the withdrawn property. Tenants wishing to be notified must also provide a copy of this notice to the Rent Board.
Recordation of Constraints on Property	13.77.060	Rent Board	Alameda County Recorder	Provide public notice that there are constraints on re-renting the property. Recordation of this document is at the City's option.
Notice of Intent to Offer Accommodations for Rent or Lease.	13.77.040.B.4	Owner	Rent Board	Legally resume offering withdrawn accommodations for rent or lease. Displaced tenants must be offered the opportunity to reoccupy withdrawn rental units.