

ENHANCED NOTICE TO TENANTS FOR CAPITAL IMPROVEMENTS*

(For capital improvements that began before 8/1/14 which are eligible for the grandparent clause found in Oakland City Council Resolution 84936)

This enhanced notice must be served with a notice of rent increase and RAP Notice and filed with the Rent Adjustment Program within 10 days of service of these notices on the tenant.

Date: _____

To Tenant(s): _____

Property Address: _____ Unit Number _____

Current Rent: _____ # of Units _____

Date of Rent Increase: _____

Step 1: Enter the building-wide capital improvements (See instructions for examples)

Building-wide Capital Improvements CATEGORY(Attach separate sheet if needed)	TOTAL COSTS	DATE COMPLETED	DATE PAID FOR
SUBTOTAL: (Step 1)			

Step 2: Divide results of Step 1 by the number of units affected

$$\frac{\text{Step 1}}{\text{\# of units}} = \text{Step 2}$$

Step 3: Enter capital improvements for specific unit

Unit-Specific Capital Improvement CATEGORY (Attach separate sheet if needed)	TOTAL COSTS	DATE COMPLETED	DATE PAID FOR
SUBTOTAL: (Step 3)			

Step 4: Add:

4a: TOTAL for building wide capital improvement for this unit (Step 2)

4b: TOTAL for unit specific capital improvement (Step 3)

4c: Total allowable cost for unit (pre-amortization)

(4c)

Step 5:

To calculate the allowable monthly pass-through, divide the total allowable pass-through (4c) by 60

$$\frac{\text{(4c)}}{60} = \text{ALLOWABLE RENT INCREASE}$$

Step 6: PROVIDE NOTICE OF THE NEW RENT AND AMORTIZATION PERIOD

Rent Increase Amount: _____

New Rent: _____ (old rent plus rent increase)

% Rent Increase: _____

Amortization Period: 60 months (5 years)

Date Rent Increase Begins: _____ Date Rent Increase Ends: _____

Owner Name: _____

Owner Address: _____

Use of this form is optional; an owner may provide his or her own form that meets the requirements of the RAP Ordinance and Regulations.

There is an excel spreadsheet available on the RAP website which will calculate the amortization period for you.

<http://www2.oaklandnet.com/Government/o/hcd/s/LandlordResources/index.htm>)

An Owner may still file an Owner Petition for capital improvement increase instead of the enhanced Notice Requirements