

<b>CITY OF OAKLAND</b> <b>RENT ADJUSTMENT PROGRAM</b> P.O. Box 70243 Oakland, CA 94612-0243 (510) 238-3721	For date stamp.  <u><b>OWNER PETITION FOR APPROVAL OF RENT INCREASE</b></u>
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**Please Fill Out This Form Completely As You Can. Failure to provide needed information may result in your petition being rejected or delayed. Attach to this petition copies of the documents that prove your case. Before completing this petition, please read the Rent Adjustment Ordinance, sections 8.22.050 through 8.22.140 and Rent Adjustment Regulations, Appendix A.**

Your Name	Complete Address (with zip code)	Telephone  Day: _____
Your Representative's Name	Complete Address (with zip code)	Telephone  Day: _____
Property Address (If the property has more than one address, list all addresses)		Total number of units on property

**For each unit affected by this petition, you must attach a list of the mailing addresses of all of the units on the property showing the tenants in each unit on this property. Increases based on debt service, increased housing service costs and constitutional fair return affect all of the units on the property.**

Type of units (circle one)	House	Condominium	Apartment or Room
I have given a copy of the NOTICE TO TENANTS OF RESIDENTIAL RENT ADJUSTMENT PROGRAM to the tenants in each unit effected by this petition:		YES	NO
Oakland Business License number: (Attach proof of payment of your business tax.)			
Attach proof of payment of your Rental Property service fee (Account must be current.)			

**REASON(S) FOR PETITION**: Check all that apply. **I (We) petition for approval of one or more rent increases on the grounds that the increase(es) is/are justified by:**

- |  |   |
|--|---|
| <input type="checkbox"/> Banking (Reg. App. 10.5)              | <input type="checkbox"/> Increased Housing Service Costs (Reg. App. 10.1) |
| <input type="checkbox"/> Capital Improvements (Reg. App. 10.2) | <input type="checkbox"/> Uninsured Repair Costs (Reg. App. 10.3)          |
| <input type="checkbox"/> Debt Service Costs (Reg. App. 10.4)   | <input type="checkbox"/> Constitutionally required fair return            |

(Note that Debt Service has been eliminated as a reason for a rent increase for property purchased after April 1, 2014.)

**History: Attach a rent history for the current tenant(s) in each affected unit.**

**Banking: You must complete this section if you are claiming banking as a justification.**

Have you given prior increases to any affected tenant justified by increased housing service costs, debt service or constitutional fair return? Yes  No  If yes, attach a list noting the affected unit, the effective date of each such increase and the amount.

An Excel spreadsheet for calculating available banking increases is available online at <http://www2.oaklandnet.com/Government/o/hcd/s/LandlordResources/index.htm> For each unit you may either complete and attach the spreadsheet or attach a separate page the date the current tenant moved into the unit, the initial rent, and if the tenant has lived in the unit for more than 10 years, the rent in effect 10 years ago.

**Capital Improvements and Uninsured Repairs: You must attach an itemized schedule of claimed capital improvements, showing the affected units, the cost and completion date for each item. You can only pass-through 70% of the capital improvement costs you have incurred. **You must submit organized documentation supporting your claims, including proof of expenditures and proof of payment.** An Excel spreadsheet for calculating entitlement to a capital improvement pass-through is available online at <http://www2.oaklandnet.com/Government/o/hcd/s/LandlordResources/index.htm>. You may print out and attach a copy of the spreadsheet, or complete a capital improvements schedule manually. Uninsured repair costs use the same calculations as capital improvements but are not limited to 70%.**

**Debt Service: Debt service has been eliminated as a justification for a rent increase for all property purchased after April 1, 2014, unless a bona fide offer to purchase the property was made before April 1, 2014.**To claim debt service you must submit organized documentation proving your commercially reasonable financing costs. This documentation must include at a minimum, a copy of the promissory note, a copy of the deed of trust, proof of the monthly mortgage payment and proof of your operating expenses. You may print out and attach a copy of the spreadsheet for calculation debt service costs found at: <http://www2.oaklandnet.com/Government/o/hcd/s/LandlordResources/DOWD008774>

**Increased Housing Service Costs: You must present organized documentation of your housing service costs for two successive year periods. They may be calendar or fiscal years. You may print out and attach a copy of the spreadsheet for calculating increased housing service costs found at:<http://www2.oaklandnet.com/Government/o/hcd/s/LandlordResources/DOWD008774>**

**Verification (Each petitioner must sign this section):**

**I declare under penalty of perjury pursuant to the laws of the State of California that everything I said in this petition and attaches pages is true and that all of the documents attached to the petition are originals or are true and correct copies of the originals.**

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Date

**File Review:**

Your renter(s) will be required to file a response to this petition within 35 days of notification by the Rent Adjustment Program. You will be sent a copy of the Tenant's Response. **Copies of attachments to the response form will not be sent to you. However, you may review any attachments in the Rent Program Office. Files are available for review by appointment only.** For an appointment to review a file, call (510) 238-3721. Please allow six weeks from the date of filing for notification processing and expiration of the landlord's response time before scheduling a file review.

**MEDIATION AVAILABLE:** Mediation is an entirely voluntary process to assist you in reaching an agreement with the tenant. If both parties agree, you have the option to mediate your complaints before a hearing is held. If the parties do not reach an agreement in mediation, your case will go to a formal hearing before a Rent Adjustment Program Hearing Officer the same day.

You may choose to have the mediation conducted by a Rent Adjustment Program Hearing Officer or select an outside mediator. Rent Adjustment Program Hearing Officers conduct mediation sessions free of charge. If you and the tenant agree to an outside mediator, please call (510) 238-3721 to make arrangements. Any fees charged by an outside mediator for mediation of rent disputes will be the responsibility of the parties requesting the use of their services.

Mediation will be scheduled only if both parties agree (after both your petition and the tenant's response have been filed with the Rent Adjustment Program). **The Rent Adjustment Program will not schedule a mediation session if the tenant does not file a response to the petition.** Rent Board Regulation 8.22.100.A.

**If you want to schedule your case for mediation, sign below.**

I agree to have my case mediated by a Rent Adjustment Program Staff Hearing Officer (no charge).

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Date