

	<b>CITY OF OAKLAND</b> <b>RENT ADJUSTMENT PROGRAM</b> P.O. Box 70243 Oakland, CA 94612-0243 (510) 238-3721	For date stamp.
		<b><u>TENANT RESPONSE</u></b>

CASE NUMBER: \_\_\_\_\_

**Please fill out this form as completely as you can.** Failure to provide needed information may result in your response being rejected or delayed.

Your Name	Complete Address (with Zip Code)	Telephone:
		Email:
Your Representative's Name	Complete Address (with Zip Code)	Telephone
		Email:

Are you current on your rent?      Yes       No

If you are not current on your rent, please explain. (If you are legally withholding rent state what, if any, habitability violations exist in your unit.)

**What are your reasons for contesting the proposed rent increase or exemption? Attached additional sheets if necessary. If you are contesting a petition that includes a banking increase, you must complete rental history on the next page. For decreased housing services, you need to file a separate tenant petition.**

**Rental History**

Date you moved into this unit: \_\_\_\_\_

Initial rent: \_\_\_\_\_

Is your rent subsidized or controlled by any government agency, including HUD (Section 8)?

Yes

No

Did you receive the City of Oakland’s NOTICE TO TENANTS OF RESIDENTIAL ADJUSTMENT PROGRAM (RAP Notice) at any time during your tenancy in this unit?

Yes

No

Please list the date you first received the RAP Notice. \_\_\_\_\_

**List all increases you received. Begin with the most recent and work backwards. Attach most recent rent increase notice. If you need additional space please attach another sheet.**

Date Notice Given (Mo/Day/Yr)	Date Increase Effective	Rent Increased From	Rent Increased To
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$

**Verification**

**I declare under penalty of perjury pursuant to the laws of the State of California that all statements made in this Response are true and that all of the documents attached hereto are true copies of the originals.**

\_\_\_\_\_  
**Tenant's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Tenant's Signature**

\_\_\_\_\_  
**Date**

## Important Information

This form must be submitted to the Rent Adjustment Program within 35 days of the date that a copy of the Owner Petition was sent to you. (The date of mailing is shown on the Proof of Service attached to the Owner Petition and other response documents mailed to you.) If the RAP office is closed on the last day to file, the time to file is extended to the next day the office is open. You can deliver your Tenant Response in person to:

City of Oakland Housing Assistance Center, Rent Adjustment Program Office  
250 Frank H. Ogawa Plaza, 6th Floor  
Oakland, CA 94612

You can date-stamp and drop your Response in the Rent Adjustment drop box at the Housing Assistance Center. The Housing Assistance Center is open Monday through Friday, except holidays, from 9:00 a.m. to 5:00 p.m.

**You cannot get an extension of time to file your Response.**

### **File Review**

You should have received with this letter a copy of the landlord petition.

Copies of attachments to the petition will not be sent to you. However, you may review these in the Rent Program office. Files are available for review by appointment. For an appointment to review a file, call (510) 238-3721. When the RAP Online Petitioning System is available, you will be able to view the response and attachments by logging in and accessing your case files.

### **MEDIATION PROGRAM**

Mediation is an entirely voluntary process to assist you in reaching an agreement with the owner. 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 Hearing Officer the same day.

Mediation will be scheduled only if both parties agree (after both the owner's petition and your response have been filed with the Rent Adjustment Program).

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 owner 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.

**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).

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**Tenant's Signature (for Mediation Request**

**Date**

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**Tenant's Signature (for Mediation Request**

**Date**