

ELLIS ACT FILING CHECKLIST

FILING DATE: _____ **AFTER 90 DAYS:** _____

<p><input type="checkbox"/> Notice to Rent Adjustment Program of Intent to Withdraw Rental Unit From Rental Market (Form 4) + Legal Description</p> <p><input type="checkbox"/> Certificate and Summary (Form 5) + Notarized + Recorded</p> <p><input type="checkbox"/> Copy of each Notice of Termination of Tenancy (Form 1)</p> <p><input type="checkbox"/> Filing Fee(s) – Copy of check must be placed in file.</p> <p><input type="checkbox"/> Date Refused (when brought in personally) _____</p> <p><input type="checkbox"/> Date of Deficiency Letter (when mailed) _____ _____ _____</p>	<p>THESE ARE CALLED THE WITHDRAWAL NOTICES. WE MUST HAVE ALL FOUR ITEMS IN ORDER TO FILE. IF AN ITEM IS MISSING, THE DOCUMENTS MUST BE RETURNED TO THE SENDER OR REFUSED IF BROUGHT PERSONALLY.</p> <p>AT THE BEGINNING OF THE ELLIS ACT EVICTION, THE OWNER SERVES ALL AFFECTED TENANTS WITH A NOTICE OF TERMINATION OF TENANCY (FORM 1), AND ALSO WITH A NOTICE OF TENANT RIGHTS (FORM 2), A NOTICE OF ENTITLEMENT TO EXTENSION DUE TO DISABILITY OR AGE (FORM 6) AND A NOTICE OF ENTITLEMENT TO RELOCATION BENEFITS (FORM 12). THEN THE OWNER FILES THE WITHDRAWAL NOTICES WITH THE RENT ADJUSTMENT PROGRAM.</p> <p>IF REFUSED, FILL IN DATE OF REFUSAL AND/OR DATE A DEFICIENCY LETTER IS SENT TO SENDER.</p>
<p><input type="checkbox"/> Proof of Service (Form 11) of Form 4 on Tenants (Notice to Rent Adjustment Program of Intent to Withdraw Rental Unit from Rental Market)</p>	<p>FILED WITHIN 90 DAYS AFTER FILING FORM 4. MAY FILE WITH FORM 4.</p>
<p><input type="checkbox"/> Notice to Rent Adjustment Program of Constraints on Real Property (Form 17) + Legal Description</p>	<p>FILED 90 DAYS AFTER FILING FORM 4.</p>
<p>Notice of Entitlement to Extension Based on Disability or Age (Form 6)</p>	<p>SERVED ON OWNER 60 DAYS AFTER NOTICE (FORM 4). MAY FILE WITH RENT ADJUSTMENT PROGRAM.</p>

<input type="checkbox"/> Owner Notice to Rent Adjustment Program of Tenant Claim for Extension Due to Disability or Age (Form 7)	FILED 30 DAYS AFTER OWNER RECEIVES NOTICE OF ENTITLEMENT (FORM 6).
Owner Request for Information to Tenant Concerning Claim for Extension Due to Disability or Age (Form 8)	MAY BE SERVED BY OWNER ON TENANT WITHIN 15 DAYS AFTER TENANT SERVES OWNER WITH FORM 6. MAY FILE WITH RENT ADJUSTMENT PROGRAM.
Tenant Response to Owner Request for Information Concerning Claim for Extension Due to Disability or Age (Form 9)	SERVED WITHIN 30 DAYS AFTER TENANT RECEIVES FORM 8 FROM OWNER. MAY FILE WITH RENT ADJUSTMENT PROGRAM.
<input type="checkbox"/> Notice to Tenant and Rent Adjustment Program of Extension of Date of Withdrawal of Rental Unit from Rental Market (Form 10)	FILED BY OWNER WITHIN 90 DAYS AFTER FILING FORM 4 (NOTICE OF WITHDRAWAL) AND AFTER OWNER RECEIVES NOTICE OF EXTENSION BASED ON DISABILITY OR AGE (FORM 6).
Notice to Owner of Entitlement to Relocation Benefits (Form 12)	MAY BE SERVED ON OWNER BY TENANT WITHIN 60 DAYS AFTER OWNER FILES FORM 4 (NOTICE OF WITHDRAWAL).
Owner Request for Documentation to Tenant Concerning Relocation Benefits Claim (Form 13)	MAY BE SERVED BY OWNER ON TENANT WITHIN 15 DAYS AFTER TENANT SERVES OWNER WITH FORM 12. MAY FILE WITH THE RENT ADJUSTMENT PROGRAM.
Response to Owner Request for Documentation to Tenant Concerning Relocation Benefits Claim (Form 14)	MUST BE SERVED BY TENANT ON OWNER WITHIN 30 DAYS AFTER RECEIVING FORM 13 REQUEST FOR DOCUMENTATION.
<input type="checkbox"/> Notice of Payment of Relocation Benefits to Tenant (Form 15) (1ST INSTALLMENT) <input type="checkbox"/> Notice of Payment of Relocation Benefits to Tenant (Form 15) (2ND INSTALLMENT)	MUST BE FILED WITHIN 15 DAYS AFTER TENANT SERVES OWNER WITH FORM 14, RESPONSE FOR REQUEST FOR DOCUMENTATION AND AFTER OWNER HAS PAID RELOCATION BENEFITS TO TENANT.
<input type="checkbox"/> Notice of Intent to Re-offer Withdrawn Rental Units for Rent (Form 16)	MUST BE FILED BY OWNER WITHIN 30 DAYS PRIOR TO RE-OFFERING A WITHDRAWN RENTAL UNIT FOR RENT.
<input type="checkbox"/> Request for Rescission of Notice to Rent Adjustment Program of Intent to Withdraw Rental Unit From Rental Market (Form 20)	MAY ONLY BE FILED IF NO VACANCY HAS OCCURRED OR WILL OCCUR DUE TO THE INITIAL FILING.