



CITY OF OAKLAND
RENT ADJUSTMENT PROGRAM
250 Frank H. Ogawa Plaza, Suite 5313
Oakland, CA 94612-0243

TEL (510) 238-3721
FAX (510) 238-6181
TDD (510) 238-3254

HOW TO COMPLY WITH CERTIFICATION REQUIREMENTS FOLLOWING NO-FAULT EVICTIONS (Rent Board Regulation 8.22.360.B.8)

If an owner terminated a tenancy pursuant to an owner/relative move-in (O.M.C. 8.22.360.A.8 or A.9), repairs (8.22.360.A.10), or Ellis Act (8.22.360.A.10), then the owner must file a certificate of the no-fault eviction with the Rent Program on the provided forms. The filing requirement applies if the tenant vacated voluntarily following a communication that the owner intends to recover the unit under one these grounds, even if no formal eviction notice was served or no eviction action was filed.

Owner/Relative Move-In (8.22.360.A.8 or A.9)

1. Within 30 days after tenant leaves the unit following (1) a notice terminating tenancy for owner or relative move-in or (2) other communication stating the owner's intent to seek recovery of the unit for owner or relative move-in, prepare and file with the Rent Program an Initial Certificate (Form NFE-01).
2. Within 30 days of initial occupancy by the owner or qualifying relative, prepare and file with the Rent Program a Certificate Upon Occupancy (Form NFE-02).
3. Prepare and file a Continued Occupancy Certificate (Form NFE-03) every 12 months after initial occupancy for 3 years (i.e. file a certificate within 12 months, 24 months, and 36 months after initial occupancy).
4. If owner offers the unit for re-rental, file a Certificate Upon Re-Rental (Form NFE-04) with the Rent Program.

Repairs (8.22.360.A.10)

1. Within 30 days after tenant leaves the unit following (1) a notice terminating tenancy for eviction for repairs or (2) other communication stating the owner's intent to seek recovery of the unit for repairs, prepare and file with the Rent Program an Initial Certificate (Form NFE-01).

2. If owner offers the unit for re-rental, file a Certificate Upon Re-Rental (Form NFE-04) with the Rent Program.

Ellis Act (8.22.360.A.11)

1. Within 30 days after tenant leaves the unit following (1) a notice terminating tenancy pursuant to the Ellis Act Ordinance or (2) other communication stating the owner's intent to seek recovery of the unit for owner or relative move-in, prepare and file with the Rent Program an Initial Certificate (Form NFE-01).
2. Follow all other requirements for Ellis Act withdrawals in O.M.C. 8.22.400 et seq.



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CERTIFICATE OF NO-FAULT EVICTION
(Regulation 8.22.360.B.8)

Owner's Name	
Property Address (Include Unit Number)	
Owner's Mailing Address and E-mail	
Rent-Controlled Unit? <input type="checkbox"/> Yes <input type="checkbox"/> No, because the unit is a single-family home or condominium <input type="checkbox"/> No, because the unit was constructed after Jan. 1, 1983 <input type="checkbox"/> No, because the unit was substantially rehabilitated <input type="checkbox"/> No, because _____ For list of exemptions, go to rapwp.oaklandnet.com/issues/exemptions/	Ground for Eviction <input type="checkbox"/> Owner or Relative Move-in (8.22.360.A.8 or A.9) <input type="checkbox"/> Repairs (8.22.360.A.10) <input type="checkbox"/> Ellis Act (8.22.360.A.11)
Tenant's Name	Tenant's Forwarding Address and E-mail
Date Tenant Vacated the Unit	Rent for the Unit when Tenant Vacated

I certify under the penalty of perjury under the laws of the State of California that the foregoing is true and correct.

(Signature of owner)

(Date)

File this certificate within 30 days after the tenant vacates the unit. For owner or relative move-in evictions, the owner must also file (1) a certificate following occupancy within 30 days of move-in and (2) a continuing occupancy certification every 12 months for 3 years following occupancy.



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CERTIFICATE UPON OCCUPANCY
FOLLOWING OWNER OR RELATIVE MOVE-IN EVICTION
(Regulation 8.22.360.B.8)

Owner's Name	
Property Address (Include Unit Number)	
Owner's Mailing Address	
Name of the Owner or Qualifying Relative Who Moved In	Relationship to Owner (if Qualifying Relative)
Date Owner or Qualifying Relative Moved In	Date Tenant Vacated the Unit
<input type="checkbox"/> I certify that the owner or qualifying relative moved in to the unit as a principal residence on the date indicated above. <i>You must attach evidence of move-in, such as a bank statement, utility bill, or USPS change of address confirmation.</i>	

I certify under the penalty of perjury under the laws of the State of California that the foregoing is true and correct.

(Signature of owner)

(Date)

File this certificate within 30 days after the owner or qualifying relative moves into the unit. The owner or qualifying relative must move in within 3 months after the tenant vacated the unit. After filing this certificate, the owner must file a continuing occupancy certification every 12 months following move-in for 3 years following occupancy.



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CONTINUED OCCUPANCY CERTIFICATE
FOLLOWING OWNER OR RELATIVE MOVE-IN EVICTION
(Regulation 8.22.360.B.8)

Owner's Name	
Property Address (Include Unit Number)	
Owner's Mailing Address	
Date Owner or Qualifying Relative Moved In	This form is for: <input type="checkbox"/> 1 year after initial occupancy <input type="checkbox"/> 2 years after initial occupancy <input type="checkbox"/> 3 years after initial occupancy
Name of the Owner or Qualifying Relative Who Moved In	Relationship to Owner (if Qualifying Relative)

The unit is currently:

- Occupied as the principal residence of the owner or qualifying relative. *You must attach proof of residency in the unit, including but not limited to a copy of a valid California license or another government-issued form of identification showing the address of the unit.*
- Occupied by another person. If the unit is re-rented to the former tenant or another tenant, the owner must certify the rent amount within 30 days of occupancy on Form NFE-04.
- Unoccupied.

I certify under the penalty of perjury under the laws of the State of California that the foregoing is true and correct.

(Signature of owner)

(Date)

File this certificate every 12 months following move-in for 3 years following occupancy.



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**CERTIFICATE UPON RE-RENTAL
 FOLLOWING NO-FAULT EVICTION
 (Regulation 8.22.360.B.8)**

Owner's Name	
Property Address (Include Unit Number)	
Owner's Mailing Address	
Rent-Controlled Unit? <input type="checkbox"/> Yes <input type="checkbox"/> No, because the unit is a single-family home or condominium <input type="checkbox"/> No, because the unit was constructed after Jan. 1, 1983 <input type="checkbox"/> No, because the unit was substantially rehabilitated <input type="checkbox"/> No, because _____ For list of exemptions, go to rapwp.oaklandnet.com/issues/exemptions/	Ground for Eviction <input type="checkbox"/> Owner or Relative Move-in (8.22.360.A.8 or A.9) <input type="checkbox"/> Repairs (8.22.360.A.10)
Date Former Tenant Vacated the Unit	Rent when Former Tenant Vacated the Unit
Name of Tenant Who Moved In	New Rent for the Unit \$
Move-In Date	If new rent is different from the former rent, explain. Use a separate sheet if necessary. <input type="checkbox"/> Unit is Exempt from Rent Control <input type="checkbox"/> CPI/Banking <input type="checkbox"/> Capital Improvement approved in Petition L _____ <input type="checkbox"/> Other

I certify under the penalty of perjury under the laws of the State of California that the foregoing is true and correct.

(Signature of owner)

(Date)

Fill out this certificate within 30 days of re-rental.