

Landlord Noticing Requirements

Upon vacating of four (4) or more rental units by residential households within one year, due to demolition, renovation or conversion of units, tenants are entitled to the following notices from their landlord:

*A **Notice of Intent** shall be given to all tenants within 30 days of filing a development application or applying for building permits.*

*When a **Notice of Termination** is given to tenants this notice needs to be “nailed and mailed” at least 90 days prior to the date to vacate.*

Further information is available on the City’s website:

www.mountainview.gov/TRAO

For more information
please contact
City of Mountain view
Community Development
Department
Neighborhoods Division



(650) 903-6379

www.mountainview.gov/TRAO

neighborhoods@mountainview.gov

Tenant Relocation Assistance Ordinance



WHY A TENANT RELOCATION ASSISTANCE ORDINANCE?

This Ordinance helps mitigate the adverse health, safety and economic impact experienced by low and very low income residents of rental housing who are displaced from their residences due to a demolition, a remodel or redevelopment of a rental unit. Relocation assistance is intended to help tenants secure replacement housing and make the relocation process easier for landlords and tenants.

WHAT RENTAL UNITS ARE COVERED?

The Ordinance applies upon the vacating of four (4) or more rental units by residential households within one year, due to demolition, renovation or conversion of the units.

WHO IS ELIGIBLE?

A residential household may be eligible for relocation assistance if all of the following apply:

- ◆ The household's annual income does not exceed 80% of the Area Median Income (AMI) for Santa Clara County as adjusted for household size (www.huduser.gov);
- ◆ Tenant has a valid written or oral lease or rental agreement with the landlord;
- ◆ Tenant is not delinquent on rental payments.

2016 INCOME LIMITS (80% AMI)

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| 1 person | \$ 55,500 per year |
| 2 persons | \$ 63,400 per year |
| 3 persons | \$ 71,350 per year |
| 4 persons | \$ 79,250 per year |

RELOCATION ASSISTANCE:

Relocation assistance is only paid per eligible household on the lease or rental agreement. There is only one assistance package per rental unit which consists of the following:

- ◆ Full refund of tenant's security deposit;
- ◆ 60-day subscription to a rental agency;
- ◆ The cash equivalent of three (3) months' rent, based in the median monthly rent for a similar-sized unit with the same number of bedrooms and bathrooms;
- ◆ \$3000 additional for households with special circumstances, including seniors (62+), persons with disabilities or handicaps, and families with at least one dependent child.

CLAIMS FOR ASSISTANCE:

A relocation assistance specialist managed by the City will meet with tenants to determine eligibility, provide information, and distribute relocation assistance payments as described below:

- ◆ Eligible tenants must submit a claim form to the relocation assistance specialist requesting relocation assistance before the date to vacate;
- ◆ Half of the relocation assistance will be paid to eligible tenants within 15 days of receiving a request and the remaining half of the relocation assistance will be paid prior to the tenants vacating their units.

TENANTS

- ◆ Read the rental agreement or lease carefully, and comply with its terms, including paying the rent on time;
- ◆ When you receive a termination notice and you are not sure if this Ordinance applies, please contact the City;
- ◆ Maintain the property in good condition, and notify the landlord promptly if repairs are needed and safeguard against damage to the property caused by yourselves or guests.

LANDLORDS

- ◆ Notify tenants of the City's Rental Housing Dispute Resolution Program and the Right to Lease Ordinance upon leasing a Rental Unit, renewing a lease and with any notice of a rent increase;
- ◆ Comply with the terms of the rental agreement or lease;
- ◆ Give proper written notice when entering onto the property and make repairs promptly;
- ◆ Contact the City when 4 or more units are vacated, due to demolition, renovation, or conversion of the units.