



Health, Housing & Community
Services Department

OWNER'S NOTICE OF TEMPORARY RELOCATION

[This notice is to be provided at least 30 days in advance of the relocation.]

From:

Property Owner: _____ Phone: _____

Mailing Address: _____

To:

Tenant(s): _____

Unit Address: _____

The owner of your building plans to undertake repairs necessary to bring your unit into compliance with applicable building and/or housing codes. The scope of work is summarized below:

The owner has determined that you will need to temporarily vacate your unit while these repairs are being completed. Tenants in Berkeley who are required to temporarily relocate due to repairs necessary to bring their unit into code compliance are protected under the City's Relocation Ordinance (Chapter 13.84 of the Berkeley Municipal Code), as well as under the Rent Ordinance (B.M.C. Chapter 13.76). Along with this notice, the owner must provide you with the following documents:

- A copy of Chapter 13.84 of the Berkeley Municipal Code
- A "Request for Relocation Payment" Form

The estimated start date for this work is: _____.

The estimated number of days that you will need to relocate from the unit is: _____.

The estimated completion date for the repairs is: _____.

Signed: _____

Owner or Owner's Agent

Date

Date Mailed/Delivered to Tenant: _____



**Health Housing & Community
Services Department**

To: Tenant(s)

The attached notice is to inform you of the building owner's determination of the need to temporarily relocate from your unit due to repairs necessary to bring your unit into compliance with applicable housing and safety codes.

When temporary relocation is necessary, as a tenant you have certain rights under the City of Berkeley Relocation Ordinance (Berkeley Municipal Code Chapter 13.84), a copy of which must be provided to you with this notice. Unless the owner has another vacant unit to offer you during the period of relocation, it is primarily the tenant's responsibility to find temporary housing. For planned repairs, the owner is required to provide at least 30 days advance written notice before you need to move, and you are entitled to relocation payments as described in Section 13.84.070 of the ordinance prior to moving from the unit.

The relocation payments are intended to mitigate the costs that you would incur due to a temporary move. You must return the attached "Request for Relocation Payment" form to the property owner within 30 days of receipt of this notice. There are two versions of the form depending upon the duration of the relocation: one form applies if the relocation is for 29 days or less, and the other if it is 30 days or longer. The owner is obligated to provide the relocation payments within 10 days of receipt of your request. Once you receive the relocation payment you are required to relocate within 30 days.

As soon as the repairs are completed then you have the right to return to the unit before the owner can offer the tenant to anyone else. It is important that you give the property owner information about how to contact you when the unit is ready for re-occupancy.

You may wish to discuss the repairs with the owner of your building to reach an agreement regarding the need to temporarily relocate. Such an agreement can facilitate the repairs being done as quickly as possible. If you disagree with the owner's determination and you are unable to reach an agreement, the Rent Stabilization Program may be able to assist by providing informal mediation between you and the owner. For more information contact the Rent Stabilization Program at 981-7368.

If you have questions about the provisions of the Relocation Ordinance, you should contact the City of Berkeley Housing and Community Services Department, which is responsible for administering the ordinance: (510) 981-5400. The office is located at 2180 Milvia Street/2nd Floor/Berkeley, CA/94704.

If you have any questions about your rights or responsibilities as a tenant, you may contact the Berkeley Rent Stabilization Program at (510) 981-7368.