Landlord Response Form

Rent Review Ordinance
Echo Housing - Program Administrator
Phone: 1 (855) 275-3246 | Fax: 510-537-4793
Email: albanyrentreview@echofairhousing.org
Mail: 770 A Street #201, Hayward, CA 94541
www.albanyca.org/rentreview

**ECHO Housing must receive this Response Form within 15 calendar days of receipt of the Rent Review Request or your rent increase shall be void pursuant to the City’s Rent Review Ordinance**

RR Case#_________________________ Date Rent Review Request Filed:_________________________

Tenant’s Name:________________________________________________________

Tenant’s Address:_____________________________________________________

<table>
<thead>
<tr>
<th>Owner’s Name:</th>
<th>Property Manager (if applicable):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td>Address:</td>
</tr>
<tr>
<td>Phone:</td>
<td>Phone:</td>
</tr>
<tr>
<td>Email:</td>
<td>Email:</td>
</tr>
<tr>
<td>Business License #:</td>
<td>Business License #:</td>
</tr>
</tbody>
</table>

1. Unit Type: Apartment [ ] Duplex/Triplex/Fourplex [ ] Single-Family/Condo [ ] Other: ____________________________

2. # of buildings in property ______ # of units in property ______ # of stories ______ Approximate Age ______

3. Unit/Household Size:
   # bedrooms _____ # bathrooms _____ # occupants: Adults______ Children _____ Pets _____

4. Tenant’s Move in Date: ______________________ How long tenant lived at the above address: ______________________

**PROPOSED RENT INCREASE**

Current Rent:_______ Amount of Rent Increase:_______ Rent Increase %:_______ Proposed New Rent:_______

5. Effective date of proposed new rent*: ________________
   *California Civil Code Sections 827(b) requires a 30 days written notice for rent increase of 10% (or less) or a 60 days written notice for rent increase greater than 10%

6. Date Notice of Rent Increase was sent of this unit: ________________

7. How did you send the Notice of Rent Increase for this unit* Hand Delivered [ ] By Mail [ ] By Email [ ]
   *California Civil Code Sections 827(b) (1) (B), (2), (3); Code of Civil Procedure Section 1013 require rent increase notices be personally delivered AND mailed

8. Did you provide the “**Notice of Availability of Rent Review**” form with your Notice of Rent Increase? Yes[ ] No[ ]

9. If the proposed rent increase is part of a lease renewal, did you provide the “**Notice of Tenants Rights**” with your Notice of Rent Increase? Yes [ ] No [ ] N/A [ ]

**ALL INFORMATION PROVIDED IS PUBLIC RECORD**
### Rental History

<table>
<thead>
<tr>
<th>Date</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>10. Current Rent:</td>
<td>From:__________ To: present $__________</td>
</tr>
<tr>
<td>11. Previous Rent:</td>
<td>From:__________ To:__________ $__________</td>
</tr>
<tr>
<td>12. Previous Rent:</td>
<td>From:__________ To:__________ $__________</td>
</tr>
</tbody>
</table>

13. Check Utilities included in rent: Gas [__] Electricity [__] Water [__] Hot Water [__] Garbage [__] Other [__]

14. Has the building changed ownership in the past year? Yes [__] No [__]

15. Were rents increased on all units? Yes [__] No [__] (If yes, please summarize below)

16. How was the new rent calculated?


18. Are there other items regarding this rental unit/complex that you would like to discuss? (Please attach additional pages if necessary)

---

**Owner / Authorized Representative**

Print Name __________________________________________

Signature __________________________________________

---

The City of Albany Rent Review Ordinance requires that landlords participate in the rent review process. **Failure to participate in the rent review process**, absent a finding of good cause, may **void the rent increase** pursuant to the provisions of the Ordinance. Landlords are required to participate in the following manner.

- **Rent Review Request Acknowledgment** - Landlords must submit the Response Form to ECHO Housing within **15 calendar days** of receipt of the Rent Review Request.
- **Conciliation** - The conciliation process starts after the landlord acknowledges the Rent Review Request and shall last up to 10 business days. Landlords must participate in conciliation and shall provide relevant information, exchange proposals, reasonably consider proposals by the tenant, and engage in discussion(s) regarding the rent increase and issue related to the rent increase during the 10 business day conciliation process.
- **Mediation** - If mediation is requested by the tenant, landlords must attend the in-person mediation meeting. If the landlord is sending a representative on their behalf, the representative must have full authority to answer for the landlord and enter into binding agreements on the landlord’s behalf. Sending a representative without this authority is considered non-participation.