



Supplemental Form Unit Inventory

Pursuant to [Oakland Planning Code Chapter 17.122](#), City of Oakland Replacement Housing Unit Regulations, an applicant shall submit a Unit Inventory that accounts for all Dwelling Units, including any unpermitted units, that are proposed to be affected by the proposal. The Unit Inventory shall be submitted concurrently with the Basic Application for Development Review. **Please review Chapter 17.122 before completing this form.**

Complete page 1 once, then complete subsequent pages *for each unit* affected by the proposed development. You do not need to submit the addenda at this time.

GENERAL INFORMATION

| | |
|---------------------------|--------|
| Project Address: | APN: |
| Applicant's Name: | |
| Applicant's Address: | |
| Applicant's Phone Number: | Email: |

PROJECT SITE INFORMATION

| | |
|--|--|
| 1. How many existing permitted units are located on the property? | |
| 2. Are there any existing unpermitted units on the property? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 3. If Yes, how many existing unpermitted units are located on the property? | |
| 4. Does the project propose that any existing residential dwelling units (permitted and unpermitted) be demolished ¹ /significantly altered? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 5. If so, how many existing dwelling units are proposed to be demolished/significantly altered? | |
| 6. Have any dwelling units been demolished on the property within the last five years? If yes, provide supplemental information describing the demolition. | <input type="checkbox"/> Yes <input type="checkbox"/> No |

Protected Units

| | |
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| 7. As of the date of the application, how many existing units that are proposed to be demolished are occupied by renters? | |
| 8. What was the greatest number of dwelling units that existed on the project site within the last five years? | |
| 9. Total number of Protected Units requiring replacement: | |

I hereby certify under penalty of perjury that I have reviewed the information presented in this section and certify that the information is true and accurate to the best of my knowledge.

X _____
Signature of Applicant Date

¹ For purposes of this inventory, demolition includes any action that results in the elimination of, or reduction in the number of bedrooms in, the dwelling unit, including but not limited to the razing, tearing down, or wrecking of any facility, structure, or building, the conversion of any unit into non-residential uses, the conversion of a Protected Unit into an unprotected dwelling unit, and subdivisions through existing structures that would place each existing unit on separate parcels.

For each unit affected by the project, including any unpermitted unit, use this sheet to provide the following information. Prepare multiple copies of this sheet as needed. The number of sheets provided must match the response provided to Question 5 on page 1.

Unit Number and/or Address: _____

1. The unit is a Protected Unit based on the following:

- ☐ Received certificate of occupancy 15 years or more prior to application submittal and rented within last 5 years.
☐ Last household in occupancy (within last five years) was a low-income household (or I am not aware of household income status).
☐ Lower income deed-restricted unit within the last five years.
☐ Withdrawn from the rental market pursuant to the Ellis Act within the last ten years.
☐ The Unit does not meet any of the above criteria and therefore is NOT a Protected Unit.

2. What was the most recent date of occupancy? _____ or ☐ Currently occupied

Remaining questions should be completed for the most recent household occupying the unit.

If currently occupied, I acknowledge with my initials that the desire to redevelop the property is not just cause for eviction under the City of Oakland Just Cause Ordinance and that causing the unit to become vacant by unlawful means shall be a basis for voiding the entitlement and denial of the demolition permit, grading permit, and/or building permit. _____

3. Has the unit been registered using an annual registration statement submitted to the Rent Adjustment Program (RAP)? ☐ Yes ☐ No ☐ Exempt from Registration

To support this declaration, I am providing:

- ☐ If property registered by paper submittal: Copy of the Property Registration and Residential Unit Registration forms submitted to RAP.
☐ If property registered online: Copy of email confirmation containing the registration data.
☐ If exempt: Statement that the residential property involved is not covered by either the City's Rent Adjustment Ordinance or Just Cause Ordinance.

| | |
|---|--|
| 4. Name of Head of Household: | |
| 5. Household size (occupants including children): | |
| 6. Number of Bedrooms in the Unit | |
| 7. Square Footage of the Unit | |
| 8. Gross Annual Household Income: | |
| a. Year of Income Reporting: | |
| b. If income not readily determinable, provide an explanation of the efforts made to obtain. | |
| 9. Has 30-day notice been provided consistent with Oakland Planning Code Section 17.122.050? | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Evidence of Compliance Attached |
| 10. Are the current occupant(s) eligible for right of first refusal under OPC Section 17.122.070? <i>Provide occupant contact information if relevant.</i> | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Check if occupant has opted in to being contacted. Name: _____ Phone Number: _____ Email: _____ Alternate Address: _____ |



Supplemental Form Unit Inventory First Addendum

STOP. You do not need to complete this addendum during the entitlement process. The First Addendum to the Unit Inventory must be submitted prior to issuance of a demolition permit, grading permit, or building permit. The First Addendum reports on the status of each Dwelling Unit affected by the proposal.

For each affected unit previously reported in the Unit Inventory, use this sheet to provide the following information. Prepare multiple copies of this sheet as needed.

Dwelling Unit Number and/or Address: _____

1. Was the unit occupied at the time of the Unit Inventory/Application submittal?

☐ Yes ☐ No

If no, no further information is required.

2. Date the unit was last occupied: _____

3. Monthly rental price last charged for the unit: _____

4. Describe and submit to the City substantial evidence that the unit became vacant in compliance with applicable laws.

Note that if the Unit Inventory documents that a unit has become vacant by unlawful means, or the applicant fails to provide adequate documentation as described in Planning Code Section 17.122.060.E to show that the unit became vacant by lawful means, the demolition permit, grading permit, and/or building permit shall be denied and the entitlement shall be voided.

5. Documentation provided to support response to Question 4:



Supplemental Form Unit Inventory Second Addendum

STOP. You do not need to complete this addendum during the entitlement process. The Second Addendum to the Unit Inventory must be submitted prior to issuance of a temporary certificate of occupancy or certificate of occupancy. The Second Addendum describes, for each qualifying prior occupant, compliance with the right of first refusal requirements pursuant to Section 17.122.070.

For each affected unit previously reported in the Unit Inventory as “Yes” to Question 10 (“Are the current occupant(s) eligible for right of first refusal under OPC Section 17.122.070?”), use this sheet to provide the following information. Prepare multiple copies of this sheet as needed.

Dwelling Unit Number and/or Address: _____

| Name of occupant who opted in to being contacted for right of first refusal: | Current household income: | Does the occupant remain eligible for right of first refusal? | Date on which notice under 17.122.070.C was provided: | Response received by prior occupant within 30 days of receipt of notice? |
|--|---------------------------|---|---|--|
| | | <input type="checkbox"/> Yes <input type="checkbox"/> No | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | | <input type="checkbox"/> Yes <input type="checkbox"/> No | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | | <input type="checkbox"/> Yes <input type="checkbox"/> No | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | | <input type="checkbox"/> Yes <input type="checkbox"/> No | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | | <input type="checkbox"/> Yes <input type="checkbox"/> No | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | | <input type="checkbox"/> Yes <input type="checkbox"/> No | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | | <input type="checkbox"/> Yes <input type="checkbox"/> No | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | | <input type="checkbox"/> Yes <input type="checkbox"/> No | | <input type="checkbox"/> Yes <input type="checkbox"/> No |

Include as part of this submittal copies of each notice delivered.

I hereby certify under penalty of perjury that I have reviewed the information presented in this Second Addendum and certify that the information is true and accurate to the best of my knowledge. I further certify that I understand my obligations under Section 17.122.070 to provide right of first refusal to qualifying occupants of Protected Units who were Lower Income Household Units consistent with that Section and the Housing Crisis Act.

X _____
Signature of Applicant Date