



***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 4 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- Withdrawn from the rental market pursuant to the Ellis Act within the last ten years.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.*

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5. Documentation provided to support response to Question 4:

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# 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

**NOTICE TO EXISTING OCCUPANTS**  
**OF PROPOSED DEVELOPMENT AFFECTING YOUR UNIT**

OAKLAND PLANNING CODE § 17.122.50

Property Address:  
Owner/Developer:  
Owner Contact Information:

Tenant Name(s):  
Unit Address/Number:

Please be aware that the owner of this property plans to file an application to redevelop the property at the address above. Before proceeding with the application submittal process, the owner is required to provide you with this notice.

The scope of the proposed project is as follows:

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Your unit would be demolished as part of this project.

**THIS NOTICE IS NOT AN EVICTION NOTICE. It is not a notice that you must leave the building or that your tenancy is being ended.**

Potential Move-Out Incentives: As part of the process to redevelop the property, the property owner may offer you voluntary move-out incentives (such as monetary payments or alternative housing). You are not required to accept any offer. Protections may apply under the Oakland Tenant Move-Out Agreement Ordinance (Oakland Municipal Code Chapter 8.22, Article VI, available at <https://bit.ly/4ao4w5k> ).

Right of First Refusal: You may be entitled to a right of first refusal to rent a replacement unit of an equivalent size at an affordable rent in the new project if you qualify as a lower income households, pursuant to Planning Code Section 17.122.070. Information on qualifying income levels can be found at <https://www.oaklandca.gov/Business/For-Developers/Asset-Management-Services>.

Other Existing Rights: You may have additional rights under Oakland Municipal Code Chapter 8.22, including protections provided by the City of Oakland Rent Adjustment Program and the Just Cause for Eviction Ordinance.

If your contact information changes and you want to provide that contact information to the City of Oakland, you may contact the project case planner: Name: \_\_\_\_\_ Phone: (    ) \_\_\_\_ - \_\_\_\_\_  
The owner will inform you of the filing for an application for development at the time that the application for development is filed. If you move out before the application for development is filed, you will be ineligible for the right of first refusal.

**NOTICE TO EXISTING OCCUPANTS  
OF PROPOSED DEVELOPMENT AFFECTING YOUR UNIT**

OAKLAND PLANNING CODE § 17.122.50

**Right of First Refusal Acknowledgment/Opt-In:**

YES, I want to be contacted regarding the Right of First Refusal.

NO, I do not want to be contacted regarding the Right of First Refusal.

**Name:**

**Preferred Contact Phone:**

**Preferred Contact Email:**

**Tenant Signature:**

**Date:**