



CITY OF LOS ALAMITOS
DEVELOPMENT SERVICES
DEPARTMENT
3193 KATELLA AVE.
LOS ALAMITOS, CA 90720-5600
TEL: (562) 431-3538

Date:

Tenant's Address:

RE: Tenant Information Packet, Request for Information for Replacement Unit Determination

THIS IS NOT AN EVICTION NOTICE OR TERMINATION OF TENANCY

Dear _____:

The owner of the above-referenced property ("Property") has, or is planning to file an application with the City to construct a new proposed housing development (the "Project") on the Property. However, pursuant to the Government Code §66300.6 and/or §65915 et seq., the owner/applicant must replace any existing "Protected Units" and provide certain rights and benefits to existing tenants of Protected Units. "Protected Units" include rental housing units which are occupied by lower or very low income households.

As part of its application, the City requires the applicant to complete a Replacement Unit Determination ("RUD") Form. However, in order to produce an accurate RUD, an accurate count of existing affordable Protected Units is required. This is why it is requested that each tenant of the Property complete and return the attached form.

HOW EXISTING AFFORDABLE "PROTECTED UNITS" ARE DETERMINED:

Whether or not a unit is deemed an affordable Protected Unit is determined by the tenant's income. If a tenant household's verifiable income is determined to qualify as Extremely Low, Very Low or Low, as determined by Net Median Income figures published by the California Department of Housing and Community Development ("HCD"), the unit will be designated as an affordable "Protected Unit" subject to replacement, and the developer will be required to offer occupants of that unit certain rights and benefits.

YOUR PARTICIPATION WILL HELP PRESERVE EXISTING AFFORDABLE HOUSING:

While your cooperation with this request is voluntary, your participation will assist with ensuring that affordable Protected Units are preserved and determining whether you are entitled to certain rights and benefits.

WHAT DOES IT MEAN TO BE AN OCCUPANT OF A "PROTECTED UNIT"?

State regulations provide the right of first refusal for comparable units (i.e. same bedroom type) in the owner's/applicant's proposed new housing development to occupants of Protected Units. The comparable replacement units must be provided at a rent, or sales price, affordable to the same, or lower income category. Occupants of Protected Units also are entitled to receive relocation assistance and the right to remain in their unit until 6 months before the start of construction.

HOW TO PARTICIPATE:

To submit your verifiable income, complete and return the attached documents:

1. Request for Information for Replacement Unit Determination. Complete and attach income verification documents.

2. Tenant's Certification. Sign and date.

After all documents are completed, return them to the project applicant listed below. Documents should be returned within **two (2) weeks** of the date of this letter.

[Applicant Name]

[Applicant Street Address]

[Applicant City, State, Zip]

If you need assistance completing the forms, please contact [Applicant] at [Applicant Phone], or [Applicant Email]. Should the building permit for construction be issued, you will receive standard notification of your landlord's intent to demolish and/or convert your rental unit into a new housing development.

Sincerely,

[City Planner Name]

[City Planner Title]

Enclosures

1. Request for Information for Replacement Unit Determination
2. Tenant's Certification



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TENANT INFORMATION PACKET
(To Be Completed By Tenant)

Date: _____

UNIT INFORMATION:		
Property Address:		
Unit Number:		Bedrooms:
Current Monthly Rental Amount:		
Dates of Tenancy:		
Primary Tenant Name:		
Primary Tenant Phone Number:		
Primary Tenant Email:		
Total Number in Primary Tenant's Household:		
Number of Adults (18+):		
Number of Children (under 18):		

As a tenant, you have the option of submitting the financial information requested in Option I about your household's annual gross income. You are not required to complete this form or provide any additional information. But, if you choose not to provide this information, the City will not be able to certify that your household qualifies as lower income and/or that your household is entitled to additional rights and benefits under the law, including a right of first refusal to a comparable unit in the new housing development at an affordable rent and relocation benefits.

Option I:

Instructions for Calculating Annual Gross Household Income: To get your Total Current Annual Gross Household Income, use each household member's most recent tax return filed with the Internal Revenue Service (IRS). Add their before-tax wages, as reported on the tax return, to any benefits, public assistance, or other sources of income. Enter the total income for each household member in the chart below and then add them together. Household income includes the income of all adult occupants of the household.

HOUSEHOLD MEMBERS AND ANNUAL GROSS INCOME			
	Age	Names of Household Members (including children)	Current Annual Gross Household Income
1			
2			
3			
4			
5			
6			
Total Annual Gross Household Income for the Current Year:			

Adjusted Gross Household Income for Past 2 Years: _____

Current Monthly Household Income: _____

Types of Income Verification required for each household member with any source of income:

1. Copies of two (2) most recent payroll stubs
2. Signed copies of two (2) most recent income tax returns and W-2 forms
3. Bank statements for the three (3) most recent months

OPTION II

☐ I decline to provide financial information for purposes of this determination.

Tenant Certification

Under penalty of perjury, I certify that the information I provided about my household income is true and accurate to the best of my knowledge. I further agree to provide any documentation required to document my/our household income if requested by the City. I understand that this self-reported income does not guarantee the right to return to an affordable unit and I will still be subject to income review at leasing. Additional signature blocks should be added for each adult tenant within the household.

Primary Tenant Signature

Date

Additional Adult Tenant Signature

Date

Additional Adult Tenant Signature

Date

Please Return To:

[Applicant Name]

[Applicant Street Address]

[Applicant City, State, Zip]