

REPLACEMENT UNIT DETERMINATION

This form is for informational purposes only and is not an application.
If you have any questions, please contact the Planning Division at (626)570-5034 or planning@alhambra.gov

Updated February 2026

REPLACEMENT UNIT DETERMINATION PURSUANT TO CALIFORNIA GOV. CODE §66300.5-66300.6:

SUMMARY OF REQUIREMENTS:

The Housing Crisis Act of 2019 (Senate Bill 330) (California Government Code §66300.5-66300.6) prohibits any reduction in the number of existing residential units on a site through a "no net loss" provision with respect to residential housing. It applies to both rental and for-sale units. A proposed project must match or exceed the greatest number of dwelling units that existed on the project site within the past five (5) years. This applies whether the units are vacant or occupied.

REPLACEMENT OF EXISTING OR DEMOLISHED PROTECTED UNITS:

Any project proposing the demolition or conversion of residential units must replace all existing or demolished protected units. Protected units mean any of the following:

- Residential dwelling units that are or were subject to a recorded covenant, ordinance, or law that restricts rents to levels affordable to persons and families of lower-income within the past five (5) years.
- Residential dwelling units that are or were subject to any form of rent or price control through a public entity's valid exercise of its police power within the past five (5) years.
- Residential dwelling units that are or were occupied by lower-income households within the past five (5) years.
- Residential dwelling units that were withdrawn from rent or lease in accordance with Chapter 12.75 (commencing with Section 7060) of Division 7 of Title 1 within the past 10 years (Ellis Act).

DETERMINATION PROCESS:

The City will use this completed determination form and documentation provided by the applicant, owner(s), and occupants, to determine how many protected units exist and how many protected replacement units will be required in the new development project.

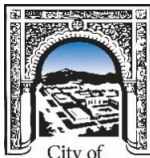
- **Determining affordable protected units:** A unit will be determined to be protected based on the household size and income level of the former or current occupants. This information will also be used to determine the income category a protected unit falls into for replacement purposes. Occupants' income levels are ascertained through tax returns, pay stubs, benefit letters, and direct contact, including signed affidavits from current or former occupants attesting to their household size and income. The owner is responsible to engage with occupants to ensure a timely response, and must provide substantial evidence of due diligence in collecting income information as well as a signed affidavit attesting to the efforts made to collect income information. Substantial evidence may include records of outreach requests delivered in-person to each occupant of the property with a request for a written receipt, or sent by certified mail, return receipt requested.
- **Unprovided/Unknown Occupation History Affordability Presumption:** If occupants do not provide sufficient income information, and the owner provides substantial evidence of their due diligence to collect income information, the determination of affordability and income category will default to the percentage of lower-income renters in the City of Alhambra as shown in the Housing and Urban Development (HUD) Comprehensive Housing Affordability Strategy (CHAS) database. Replacement calculations resulting in fractional units shall be rounded up to the next whole number.

RELOCATION, RIGHT OF RETURN, RIGHT TO REMAIN FOR OCCUPANTS OF PROTECTED UNITS:

SB330 provides for the right of first refusal for comparable units (i.e., same bedroom type) in the owner's proposed new housing development to occupants of protected units, unless (1) the development project consists of a single residential unit located on a site where a single protected unit is being demolished, or (2) 100% of the units in the housing development project, exclusive of a manager's unit(s), are reserved for lower income households. This right and relocation right will be limited to lower-income occupants. Replacement must be the same type of unit and have the same number of bedrooms (California Government Code §65915 (c)(3)(B)). 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 pursuant to state or local law, whichever provides greater assistance, and have the right to remain in their unit until six (6) months before the start of construction. The owner or applicant has the option of engaging a qualified consultant with experience working with lower-income communities, including those that include racial or ethnic minorities, people with limited English language proficiency, and/or persons with disabilities, to assist with replacement unit and relocation analysis, including evidence of whether units qualify as protected units and any relocation benefits. Please note that the applicant/developer is responsible for covering the full cost of providing a consultant, if they opt to utilize one. Any existing occupants that are required to leave their units shall be allowed to return at their prior rental rate if the demolition does not proceed and the property is returned to the rental market.

INSTRUCTIONS:

- Complete and submit all required Replacement Unit Determination documentation items.
- Complete the required affidavit. A property owner's authorization form is also required if the applicant and property owner are separate entities.



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REQUIRED DOCUMENTATION

The required documentation must accompany a project application proposing demolition and/or redevelopment of existing residential uses.
The following items need to be fully completed and signed:

- Replacement Unit Determination Questionnaire
- Occupant Inventory Table & Vacancy Table
- Proof of vacancy/occupancy status and income verification for all occupants within the last five (5) years (must include substantial evidence, such as utility bills, property tax bills, rental lease agreements, IRS forms, W-2s, tax returns, pay stubs, employment verification letters, public benefits documents, bank statements, signed Occupant Affidavit & Acknowledgement forms from current or previous occupants, etc.)
- Recorded Grant Deed Current title report (showing all current owners, Ellis documents, occupant relocation documents)
- Property Owner's Affidavit / Applicant Affidavit & Property Owner Acknowledgement

APPLICABILITY

This project is (check one):

- ☐ Single-family residential
- ☐ Multi-family residential
- ☐ Mixed-use development (2/3 of floor area is designated for residential use)
- ☐ Transitional or Supportive Housing

CONTACT INFORMATION

Who is the primary contact? ☐ Property Owner ☐ Applicant (if different from property owner)

Property Owner Name: _____

Firm Name (if applicable): _____

E-mail Address: _____ Phone Number: _____

Address: _____

Applicant Name (if different from owner): _____

Firm Name (if applicable): _____

E-mail Address: _____ Phone Number: _____

Address: _____

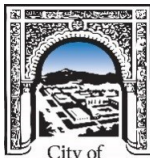
ACKNOWLEDGEMENT

Under penalty of perjury, I certify that the information and documentation presented as part of the Replacement Unit Determination is true and accurate to the best of my knowledge.

Signature of Property Owner

Date

Must be notarized. Attach additional sheets if necessary.



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REPLACEMENT UNIT DETERMINATION QUESTIONNAIRE:

The required documentation must accompany a project application proposing demolition and/or redevelopment of existing residential uses.
The following items need to be fully completed and signed:

EXISTING SITE CONDITIONS - EXISTING RESIDENTIAL UNITS¹

Are there any existing residential units that will be demolished, or have any residential units been demolished in the past five (5) years? (Check one.) ☐ Yes ☐ No

If no, stop here and sign the Property Owner Affidavit on page 14 or Applicant Affidavit on page 15.

How many dwelling units are currently on the subject site? _____

How many dwelling units will be demolished as part of this application? _____

How many dwelling units have been demolished on the subject site in the past five (5) years? _____

How many dwelling units are proposed? _____

How many bedrooms per dwelling unit are proposed? _____

Will the proposed units be for sale or rent? (Check one.) ☐ For Sale ☐ For Rent

Is the number of dwelling units proposed to be constructed equal to or greater than the total number of dwelling units proposed to be demolished (and/or that have been demolished in the past five (5) years)? (Check one.) ☐ Equal ☐ Greater

List the existing site's Assessor Parcel Numbers (APNs): _____

PROTECTED UNITS DETERMINATION

If the answer to any of the following questions is yes or unknown, the unit(s) are considered "protected".

Regulatory Covenants. Are there any units that are currently or within the last five (5) years subject to a recorded covenant that restricts rents to levels affordable to persons and families of lower income households?

☐ Yes

☐ No

If yes, provide the number of units and income levels on the Unit Inventory Table.

Income of Occupants. Currently or within the last five (5) years, have any of the units proposed for demolition been occupied by extremely low, very low, or low-income households?²

☐ Yes

☐ No

☐ Unknown

Ellis Act. Within the last 10 years, have any units been withdrawn from rental or lease pursuant to the Ellis Act?

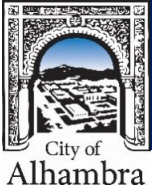
☐ Yes

☐ No

If yes, provide the date: _____

¹ For purposes of the replacement unit requirements, Accessory Dwelling Units (ADU) and Junior Accessory Dwelling Units (JADU) are counted toward the total unit count on a property.

² A complete five-year analysis of the occupancy and household income levels will be required for every dwelling unit proposed for demolition and must be documented in the Unit Inventory Table. If current occupancy of the unit is less than five (5) years, and the current occupant is not lower-income, then the same information must be provided for all occupants of the unit within the last five (5) years.



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OCCUPANT INVENTORY TABLE:

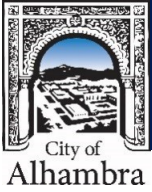
The City will use the information in this table to make a replacement unit determination. Providing accurate information benefits your project timeline. Be sure to include all occupants for each unit for the last five (5) years prior to the date of the development application submittal. (If current occupants of an existing unit are lower-income, then prior occupant history is not required for that unit.) If additional rows are needed to list all occupants, copy this page.

#	Occupant Name / Address / Unit #	# of Bedrooms	Monthly Rent	Household Size	Annual Household Income ¹	Household Income Level (LI, VLI, or ELI) ²	Occupancy Period	Protected Status ³	Occupant Phone Number / Email Address

¹ Income information in the report shall have proof of documentation

² (LI) Low-income household; (VLI) Very low-income household; (ELI) Extremely low-income household.

³ The unit is determined to be protected based on: (R) Regulatory (covenant or legislative); (I) Income (occupied by a lower-income household); (E) Ellis Act; (N/A) not protected



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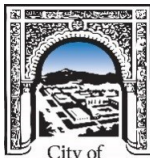
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VACANCY TABLE:

if a unit had a period of vacancy within the last five (5) years, please include the vacancy period. The occupancy period(s) and occupant income status for each unit over the last five (5) years must be documented. Understanding periods of vacancy will help complete this requirement. If a unit is not currently rented, explain its current use and last date of the occupancy.

Unit #	Vacancy Period	Current Use	Last Date of Occupancy



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PROPERTY OWNER AFFIDAVIT

To be filled out when the Property Owner is the Applicant.

Regarding the property located at:

Address: _____

Assessor Parcel Number(s): _____

Property Owner or Entity Name: _____

Property Owner is a: ☐ Person
(select one) ☐ LLC

☐ LP

☐ Corporation

☐ Other _____

Owner declares under penalty of perjury that the following is true and correct:

- Owner is the legal owner of the above-referenced real property ("Property").
- If the owner is not a person, that the person(s) identified below ("Authorized Signatory/ies") has/have been legally authorized to sign on the Owner's behalf as evidenced by the separate instrument/s attached herewith.
- The documents furnished herewith represent the full and complete information in Owner's possession relevant to the City's residential replacement unit determination for the property, and that the facts, statements, and information presented are true and correct to the best of the owner's knowledge and belief.
- Owner has taken the following outreach measures and efforts to obtain household income information from all renter households occupying the property within the past five (5) years:

- Owner understands that the most recently available Comprehensive Housing Affordability Strategy (CHAS) data from the US Department of Housing and Urban Development will be used to determine replacement unit requirements if insufficient documentation is provided for the City to determine whether a unit was occupied by a lower-income renter household in the past five (5) years.

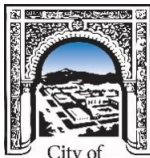
Signature _____ Date _____

Print Name _____

Signature _____ Date _____

Print Name _____

Must be notarized. Attach additional sheets if necessary.



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APPLICANT AFFIDAVIT & PROPERTY OWNER'S ACKNOWLEDGEMENT

To be filled out when the Property Owner and Applicant are separate entities.

Regarding the property located at:

Address: _____

Assessor Parcel Number(s): _____

Applicant or Entity Name: _____

Applicant is a: ☐ Person
(select one) ☐ LLC

☐ LP
☐ Corporation

☐ Other _____

Applicant is the potential future developer of the above-referenced real property owned by a separate property owner.

Property Owner or Entity Name: _____

Property Owner is a: ☐ Person
(select one) ☐ LLC

☐ LP
☐ Corporation

☐ Other _____

Applicant declares under penalty of perjury that the following is true and correct:

- That the person(s) identified below ("Authorized Signatory/ies") has/have been legally authorized to sign on the Owner's behalf as evidenced by the separate instrument/s attached herewith.
- The documents furnished herewith represent the full and complete information in Applicant's possession relevant to the City's residential replacement unit determination for the property, and that the facts, statements, and information presented are true and correct to the best of the applicant's knowledge and belief.
- Applicant has taken the following outreach measures and efforts to obtain household income information from all renter households occupying the property within the past five (5) years:

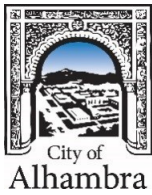
- Applicant understands that the most recently available Comprehensive Housing Affordability Strategy (CHAS) data from the US Department of Housing and Urban Development will be used to determine replacement unit requirements if insufficient documentation is provided for the City to determine whether a unit was occupied by a lower-income renter household in the past five (5) years.

Signature _____ Date _____

Print Name _____

Applicant must attach a letter from the Owner to the City attesting to the ownership of the subject property and confirming that Applicant is the potential future developer of the subject property.

Must be notarized. Attach additional sheets if necessary.



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INFORMATION FOR CURRENT OR FORMER OCCUPANTS

Housing development applications that include the proposed demolition of existing residential units must provide occupant income information for all occupants within the past five (5) years of the date of the development application in order to verify if the units are considered Protected Units under CA Govt. Code Section §66300.5-66300.6. The Housing Crisis Act (HCA) prohibits the approval of any proposed development project on a site that will require demolition of existing Protected Units unless the project replaces those units.

The City identifies Affordable Protected Units based on tenant income. If a tenant is determined to be a Low Income Household (or below), the unit will be designated as an Affordable Protected Unit that must be replaced. Occupants of Protected Units have rights including:

1. Relocation benefits;
2. Right of first refusal to a comparable unit in the completed project, if deemed affordable.

Note that ANY existing occupants will be allowed to occupy their units until six months before the start of construction activities. The project proponent shall provide existing occupants with written notice of the planned demolition, the date they must vacate, and their rights under this section. Notice shall be provided at least six months in advance of the date that existing occupants must vacate, plus any additional time required under law.

HOW DO I KNOW IF I AM A LOWER INCOME HOUSEHOLD?

Follow the instructions on the Occupant Affidavit & Acknowledgement form on the following page. Add up all income sources for each member of your household and compare it to the table below. If your household earns less than the amount shown for a household of your size, you should qualify as lower income.

Maximum Income Limits (Effective April 23, 2025)								
Household Size (Number of Persons)	1	2	3	4	5	6	7	8
Extremely Low Income (15 - 30% AMI)	\$31,850	\$36,400	\$40,950	\$45,450	\$49,100	\$52,750	\$56,400	\$60,000
Very Low Income (30 - 50% AMI)	\$53,000	\$60,600	\$68,150	\$75,750	\$81,800	\$87,850	\$93,900	\$100,000
Low Income (50 - 80% AMI)	\$84,850	\$96,950	\$109,050	\$121,150	\$130,850	\$140,550	\$150,250	\$159,950

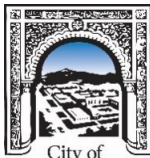
This chart presents income limits in Los Angeles County. The 2025 State area median income (AMI) for a four-person household in Los Angeles County is \$106,600. Income limits for extremely low, very low and lower income households are established by the U.S. Department of Housing and Urban Development on an annual basis.

WHAT TYPE OF DOCUMENTATION CAN BE USED TO VERIFY MY INCOME AND/OR OCCUPANCY STATUS?

In addition to completing the Occupant Affidavit & Acknowledgement form, proof of occupancy status and income within the last five (5) years may include, but is not limited to, documentation such as utility bills, property tax bills, rental lease agreements, IRS forms, W-2s, tax returns, pay stubs, employment verification letters, public benefits documents, bank statements, etc.

AM I REQUIRED TO PROVIDE THIS INFORMATION?

You are not required to complete the forms or provide any additional documentation or information. However, if you choose not to provide this information, the City cannot certify that your household qualifies as lower income, and your right to return to an affordable unit in the future project may not be guaranteed.



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OCCUPANT AFFIDAVIT & ACKNOWLEDGEMENT

This form may be completed by a current or former occupant of the project site in order for the City to determine whether the occupant is a Lower Income Household, which entitles the occupant to the rights outlined in CA Gov. Code §66300.5-66300.6. Additional documentation may be attached to this affidavit. All completed forms must be submitted by the project applicant with their development application.

Project Address: _____

Primary Tenant Name: _____

Current Address (if different from project address): _____

Phone: _____ Email: _____

Number of Adults (18+): _____ Number of Children (under 18): _____ Number of Bedrooms: _____ Number of Bathrooms: _____

Dates of Occupancy: _____ Current Monthly Rental Amount: _____

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. Use an additional sheet if necessary.

	Age	Names of Household Members (including children)	Current Annual Gross Household Income
1			
2			
3			
4			
5			
6			
Total Current Annual Gross Household Income (Indicate Year):			

STATEMENT OF OCCUPANT INCOME SELF-CERTIFICATION

Occupant declares under penalty of perjury that the following is true and correct:

- 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 or sale.

Primary Occupant's Signature _____ Date _____