

NOTICE OF TEMPORARY RELOCATION

This notice is to be provided at least 30 days in advance of the relocation.

From					
Property Owner:		Phone:		Email:	
Mailing Address:					

To		
Tenant(s):		
Tenant Emails		
Unit Address:		

DESCRIPTION OF REPAIRS

The owner of your building plans to undertake repairs necessary to bring your unit into compliance with applicable building and/or housing codes. The owner has determined that you will need to temporarily vacate your unit while these repairs are being completed. Tenants in Berkeley who are required to temporarily relocate due to repairs necessary to bring their unit into code compliance are protected under:

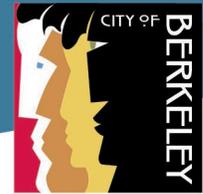
- Relocation Ordinance ([Berkeley Municipal Code \(“BMC”\) Chapter 13.84](#))
- Rent Ordinance ([BMC Chapter 13.76](#)).

Along with this notice, the owner must provide you with the following documents:

- A copy of the Relocation Ordinance ([BMC Chapter 13.84](#))
- A “Request for Relocation Payment” Form

Notice of Temporary Relocation

Housing & Community Services



Timeline of Planned Repairs	
Estimated start date:	
Estimated completion date:	
Estimated number of relocation days:	

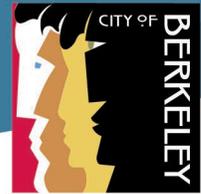
Relocation Type (Check ONE)	
Short Term (≤ 29 Days)	<input type="checkbox"/>
Long Term (≥ 30 Days)	<input type="checkbox"/>

Scope of Work (Attachment if needed)

SUMMARY OF RELOCATION RIGHTS

Relocation Payments

- You are eligible for relocation payments as described in [BMC Section 13.84.070](#) of the ordinance and the attached “Request for Relocation Payment” form. You are entitled to these payments prior to moving out.
- The relocation payments are intended to mitigate the costs that you would incur due to a temporary move.
- You must return the attached “Request for Relocation Payment” form to the property owner **within 30 days** of receipt of this notice.
- There are two different payment forms:
 - [Short-Term Relocation](#) - relocation lasting 29 days or less.
 - [Long-Term Relocation](#) - relocation lasting 30 days or more.
- The owner is obligated to provide the relocation payments **within ten (10) days** of receipt of your request.



Finding Temporary Housing

- Unless the property owner offers you another comparable unit during the repairs, it is your responsibility to find temporary housing.
- You must find temporary housing within 30 calendar days after the property owner provides relocation payment and a notice of temporary relocation.

Right to Return to Your Unit

- You have the right to move back into your unit once the repairs are complete.
- Provide the property owner your current contact information so they can notify you when the unit is ready.
- Short-Term Relocation: The property owner must notify you at least one day in advance that your unit is ready to be reoccupied. You can continue to receive relocation payments for up to 24 hours after the notice. You must let the property owner know within ten (10) days of receiving the notice whether you intend to reoccupy the unit.
- Long-Term Relocation: The property owner must notify you at least thirty (30) days in advance that your unit is ready to be reoccupied. You must let the property owner know within ten (10) days of receiving the notice whether you intend to reoccupy the unit. The property owner is required to hold the unit for thirty (30) days at no cost once your intent to reoccupy is received.

Disputing Relocation Mediation/ Disputes

- If you disagree with the property owner’s determination to relocate and cannot reach an agreement, the Berkeley Rent Board provides mediation free of charge. More information: <https://rentboard.berkeleyca.gov/services/mediation>
- If mediation does not work, you have 5 business days after the conclusion of mediation to file an appeal. Please contact relocation@berkeleyca.gov for more information.

Signature

Owner or Owner’s Agent (Printed): _____

Signature: _____ Date: _____