



PROPERTY OWNER CHECKLIST FOR TENANT RELOCATION

This is a resource for property owners who need to temporarily relocate their tenants after a Fire or Emergency.

WITHIN 24 HOURS OF THE INCIDENT

- Ensure you have a complete list of tenant names, address/ unit number, and contact information (phone and email)
- Ensure each tenant has a copy of the Fire Department's brochure with relocation information

AFTER THE INCIDENT

- Determine how many days are required for repairs to determine the tenant relocation period: short-term (29 Days or less) or long-term (30+ Days).
- Complete a Relocation Notice Form for Fire or Code Enforcement

Provide each tenant with a copy of the:

- Completed relocation notice form
- Copy of relocation ordinance
- Copy of payment form:
short-term payment form (29 days or less)
OR long-term payment form (30+ days)

For more information
and copies of forms,
please visit the
Relocation webpage:



Disputing Relocation

A property owner can request a hearing with the Housing Advisory Commission if they disagree with the Building Official or Fire Marshal decision that tenants must leave their units. This request must be submitted within 10 days of receiving their notice. Submit your request in writing to the Housing Advisory Commission by email (HAC@berkeleyca.gov) or to the Housing and Community Services Department by mail:

Housing and Community Services Department
2180 Milvia Street, 2nd Floor, Berkeley, CA 94704