



NOTICE OF ENTITLEMENT TO TEMPORARY RELOCATION ASSISTANCE (SUBSTANTIAL REPAIRS)

The City of Hayward's Tenant Relocation Assistance Ordinance (TRAO) requires that landlords provide relocation assistance to tenants who must leave their rental units temporarily during substantial repairs. By providing the tenant with this form, the landlord is informing the tenant that the landlord plans to make substantial repairs. Landlords must complete this form before providing it to the tenant.

There are two ways in which landlords can provide temporary relocation assistance under the TRA0. Tenants may choose from the following options:

- 1. Receive a one-time temporary relocation payment, or**
- 2. Move to a comparable unit (if available)**

The amount of temporary relocation assistance depends on the length of displacement:

- a) For displacement lasting 30 calendar days or more, the temporary relocation payment shall be three times (3x) the current Fair Market Rent adjusted by unit size per table below.
- b) For displacement lasting fewer than 30 calendar days, the payment shall be three times (3x) the current Fair Market Rent, prorated based on the number of days the tenant is displaced. To calculate the amount of payment, multiply the daily payment rate for applicable number of bedrooms times the length of displacement. If the estimated time of displacement changes, the landlord must provide the tenant with at least 7 calendar days advance notice of such change and increase the temporary relocation assistance payment accordingly, not to exceed 30 days. The relocation assistance payment amounts can be found on page 2 of this form.

After calculating the temporary relocation payment based on sub-option **a** or **b**, a landlord can deduct any relocation assistance that the tenant received from another governmental agency.

*** Pursuant to HMC Section 12-2.04 and 12-1.13(b)(7), the landlord must provide the tenant with the right of first refusal to reoccupy the rental unit at the same rent the tenant was paying prior to displacement***

FY 2025 Fair Market Rents					
No. of Bedrooms	1	2	3	4	5
FY 2025 FMRs	\$1,937	\$2,201	\$2,682	\$3,432	\$4,077

COMPARABLE UNIT OFFER

Landlords can choose to offer a comparable unit as follows:

- a) The comparable unit must be similar in size and amenities to the original unit that the Tenant was displaced from
- b) Tenant continues to pay current rent
- c) Landlord pays reasonable and document moving expenses
- d) The tenant maintains the sole discretion in determining whether a unit is comparable

The comparable unit must be within the City of Hayward jurisdiction, near the same geographic region as the original unit the tenant was displaced from.

RENTAL UNIT INFORMATION	
Landlord Name:	
Unit Address:	
Tenant Names:	

DESCRIPTION FOR REPAIRS. The following substantial repairs are required:

TIMELINE OF REPAIRS. Provide estimated dates for when repairs will begin and end and when the tenant can return to the unit.	
Repairs begin:	
Repairs complete:	
Tenant returns:	
Displacement Length:	

FY 2025 Relocation Assistance Payments					
No. of Bedrooms	1	2	3	4	5
FY 2025 FMRs	\$1,937	\$2,201	\$2,682	\$3,432	\$4,077
Temporary Relocation Payment	\$5,811	\$6,603	\$8,046	\$10,296	\$12,231
Daily Payment	\$193.70	\$220.10	\$268.20	\$343.20	\$407.70

COMPARABLE UNIT (IF APPLICABLE). By completing this section, the landlords is offering a comparable unit for the tenants to occupy temporarily and reasonable moving expenses instead of providing a temporary relocation payment.

<i>Comparable Unit Address:</i>	
<i>Comparable Unit Features (Check those that apply)</i>	<input type="checkbox"/> No. of bedrooms: _____ <input type="checkbox"/> No. of bathrooms: _____ <input type="checkbox"/> Onsite parking <input type="checkbox"/> Allows pets <input type="checkbox"/> Laundry (in unit/shared) <input type="checkbox"/> ADA Accessible <input type="checkbox"/> Other Amenities: _____

PAYMENT DISTRIBUTION. Landlords must provide payment either:

- Immediately upon the tenant's acceptance to vacate the rental unit if the Tenant agrees to vacate; OR
- Immediately after the tenant vacates the unit if the tenant does not agree to vacate.

LANDLORD SIGNATURE.

I affirm under penalty of perjury pursuant to the laws of the State of California that the information I have provided here is true and correct to the best of my knowledge.

Landlord Name: _____

Signature: _____

Date: _____

NOTE: The TRAO prohibits landlords and tenants from waiving tenant's rights under the TRAO, unless specially authorized. Please retain a copy of this document for your records. Landlords must submit a copy of this notice to the

Rent Review Office:

777 B Street, Hayward, CA 94541 | (510) 583-4454 | relocation@hayward-ca.gov