

TENANT COVER FORM

Contact us if you require translation services or reasonable accommodations due to a disability.

Instructions and Information:

- This form must be completed and submitted by any Tenant who desires to file a Tenant Petition for Rent Reduction or a response to a Landlord Petition for Additional Rent Increase.
- Please note that this form becomes a public record when submitted and is subject to disclosure under the California Public Records Act.
- The City will not process this form or any other form if it is incomplete or illegible.
- This form cannot be completed by a Tenant Representative unless it is accompanied by a Designation of Representative form signed by both the Tenant and the Designated Representative or such form has been filed with the City in the last six (6) months.
- This form and its attachment must be served on the Landlord. See the Rent Program Regulations for more information.

1. Tenant Information

Tenant Contact Information (As needed, attach pages for additional tenants):

Name(s): _____

Phone: _____ Email: _____

Name(s): _____

Phone: _____ Email: _____

Rental Unit Address: _____

2. Type of Submission

RENT REDUCTION - ATTACHMENT A

This form may be used to petition for a reduction of rent based on an increase in violation of the maximum increase limit, including a decrease in housing services without a sufficient reduction in rent.

[RESERVED] - ATTACHMENT B

[Reserved]

RESPONSE TO LANDLORD PETITION - ATTACHMENT C

This form may be used to file a response and/or provide additional materials related to a Landlord Petition for Additional Rent Increase.

Attachment(s) should be submitted/delivered with this Tenant Cover Form.

3. Landlord Information

Name of person and/or entity to whom Tenant pays rent: _____

Owner Information (if known):

Name(s): _____

Address: _____

Phone: _____ Email: _____

Property Manager Information (if known):

Name(s): _____

Address: _____

Phone: _____ Email: _____

4. Rent History

Check one of the following and fill in blank(s):

- The tenancy began on or before August 23, 2022.
On that date, the Tenant's rent was \$_____ per month.
- The tenancy began after August 23, 2022, on _____ (mm/dd/yyyy).
On that date, the rent was \$_____.

Which Housing Services, if any, are included with this rent? (Check all that apply)

Parking Water Gas Electric Laundry Garbage/Recycling
 Pets Storage Gym/Pool Other _____

Note: Do not include housing services or amenities that Tenant and Landlord have agreed are not included in the rent charged for the rental unit.

5. Declaration

I declare under penalty of perjury under the laws of the State of California that the information provided on this form and any attachments are true and correct to the best of my/our knowledge and belief.

_____ Signature _____ Date _____
Print Tenant Name

_____ Signature _____ Date _____
Print Tenant Name