



UNIT REPLACEMENT AND RELOCATION AFFIDAVIT PURSUANT TO HOUSING CRISIS ACT (SENATE BILL 330)

SUPPLEMENTAL PACKET

The Housing Crisis Act of 2019 requires development projects, including residential, nonresidential, and mixed-use projects that will demolish an existing permitted or unpermitted residential unit(s) to construct at least the same number of units of equivalent size. "Equivalent size" is defined by having the replacement units contain at least the same total number of bedrooms as the units being demolished. If the project demolishes a "protected" unit, as specified below, additional requirements apply such as replacing the protected unit with a deed restricted affordable unit and providing relocation benefits to lower income tenants.

For tenant-occupied units at the time of application submission, you are required to provide the below Notice of Tenant's Rights to each tenant household and have them complete the Tenant's Income Statement form. The City may ask for additional documentation to verify income levels of current tenants to confirm compliance with the Housing Crisis Act of 2019.

If the income category of the household in occupancy is not known, unit has been vacant, and/or demolished in the past five years, it shall be presumed that lower income renter households occupied these units in the same proportion of lower income renter households to all renter households within the jurisdiction, as determined by the most recently available data from the United States Department of Housing and Urban Development's Comprehensive Housing Affordability Strategy database.

For owner-occupied units, you are required to submit the Owner-Occupancy Affidavit below.

For questions, please contact the Housing Division at (650) 780-7300 or email housingrwc@redwoodcity.org.

Date of Application Submittal:

Property Information

Project Address:

Parcel Number:

Applicant Information

Name:

Company/Organization:

Mailing Address:

Email Address:

Telephone:

Project Information

Development projects, including residential, nonresidential, and mixed-use projects, cannot be approved if it requires demolition that results in a reduction of the total residential dwelling units (permitted or unpermitted units) on the site currently or in the past 5 years.

Greatest number of units onsite in the last 5 years: _____

Current number of units onsite: _____

Total proposed number of units for demolition: _____

Total proposed number of units for construction: _____

Briefly describe the occupancy history of the site within the past five (5) years **and complete Exhibit A below.**

Year ____: _____

Year ____: _____

Year ____: _____

Year ____: _____

Year ____: _____



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EXHIBIT A

Existing/ Previous Conditions Within the Past Five (5) Years										Replacement Units (replacement of equivalent size)			Please indicate whether any unit proposed for demolition or has been demolished qualifies as a "protected unit". Please mark all that apply. (Y/N)			
Existing Unit Address (include any units that have been demolished in the last 5 years)	Existing unit number (include any units that have been demolished in the last 5 years)	Unit Type (apartment, single family residence, ADU, townhome)	Unit Size (Studio, 1 bedroom, 2 bedroom, 3 bedroom, 4 bedroom)	Currently Vacant (Y/N)	Currently Occupied		Previously Occupied		Demolition Status (Proposed to be demolished/ Demolished/ Not applicable)	Size of replacement units			Regulatory Covenants: Unit(s) that currently are, or were within the past five years, subject to a recorded covenant, ordinance, or law that restricts rents to levels affordable to persons and families of lower-income?	Rent/Price Control: Unit(s) that currently are, or were within the past five years, subject to any form of rent or price control through a public entity's valid exercise of its police power?	Occupancy: Unit(s) being demolished that currently are, or were within the last five years, occupied by lower-income households renter?	Withdrawn Rentals: Unit(s) on the site that were withdrawn from rent or lease in accordance with the Ellis Act (Government Code Sections 7060-7060.7) within the past 10 years?
					Owner-Occupied (Y/N) <i>If the unit is currently owner-occupied, please complete the Owner-Occupancy Affidavit below.</i>	Tenant-Occupied (Y/N) <i>If the unit is currently tenant-occupied, provide the below Notice of Tenant's Rights to each tenant and have them complete the Tenant's Income Statement form.</i>	Owner-Occupied (Y/N) <i>If the unit was owner-occupied, please complete the Owner-Occupancy Affidavit below.</i>	Tenant-Occupied (Y/N) <i>If the unit was previously tenant-occupied, complete the Tenant's Income Statement form below.</i>		Unit Size (Studio, 1 bedroom, 2 bedroom, 3 bedroom, 4 bedroom)	Single Family Residences only (if not applicable, state N/A)	Will you be demolishing and rebuilding a single-family residence? (Y/N)				
Example: 123 Main St	100A	Apartment	Studio	N	Y	N	Y	N	Proposed	Studio	N/A	N/A	Y	N	Y	N
Example: 123 Main St	200B	Apartment	3 bedrooms	Y	N	N	N	Y	Demolished	3 bedroom	N/A	N/A	N	Y	Y	N



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Replacement Requirements for Protected Units

All “protected” units must be replaced one-for-one as deed-restricted affordable units that contain the same number of bedrooms as the units demolished, with some exceptions for single-family residences. For commercial projects, these units can be at another location.

How many protected units do you have onsite? _____

For tenant-occupied units at the time of application submission, you are required to provide the below Notice of Tenant’s Rights to each occupied unit and have them complete the Tenant’s Income Statement form. The City may ask for additional documentation to verify income levels of current tenants.

If the income category of the household in occupancy is not known, unit has been vacated, and/or demolished in the past five years, it shall be presumed that lower income renter households occupied these units in the same proportion of lower income renter households to all renter households within the jurisdiction, as determined by the most recently available data from the United States Department of Housing and Urban Development’s Comprehensive Housing Affordability Strategy database. City staff can provide this data.

If the unit is/ or was owner-occupied within the last five years, please complete the Owner-Occupied Affidavit below.

Relocation Requirements for Protected Units

Relocation benefits such as assistance in finding a new home, moving costs, and up to 42 months of rental assistance if a comparable affordable unit is not available are required for lower-income tenants of protected units. In addition, a right of first refusal must be offered to lower-income tenants of protected units for a comparable unit affordable to the household at an affordable rent or an affordable housing cost. The City may ask for additional documentation to verify income levels of previous tenants. Please refer to the questions below.

Development projects replacing a single-family residence with a single-family residence are exempt from providing relocation benefits.

- 1.) **Relocation Benefits:** If proposing demolition and replacement of protected unit(s) that were rented to lower income tenants, have relocation benefits been offered to existing renters pursuant to the standards set forth in SB 330?
 - Yes
 - No
 - Not applicable

- 2.) **Right of First Refusal:** If proposing demolition and replacement of protected units that were rented to lower income tenants, has the tenant(s) been offered a right of first refusal?
 - Yes
 - No
 - Not applicable



APPLICANT'S AFFIDAVIT

UNIT REPLACEMENT AND RELOCATION AFFIDAVIT PURSUANT TO HOUSING CRISIS ACT
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Under penalty of perjury the following declarations are made:

- a) The undersigned is the owner or authorized agent of the owner of this property.
- b) The information presented is true and correct to the best of my knowledge.
- c) I understand that other information or applications may be required.
- d) I attest that personally identifiable information (PII) – i.e. social security numbers, driver's license numbers, bank accounts – have not been provided as part of this application, or any supplemental information. I understand that any information provided to the City becomes part of the public record and can be made available to the public for review and/or posted to City websites.
- e) I will attempt significant due diligence in obtaining tenant income information for all existing and previous tenant-occupied units and can provide written documentation as evidence including sending materials through certified mail, conducting personal interviews, and utilizing meetings to keep tenants informed, if applicable.

Signature	Name (Printed)	Date
Relationship to Project	Phone	Email

For City Use Only
Application received by City

By: _____ Date: _____



OWNER-OCCUPANCY AFFIDAVIT

UNIT REPLACEMENT AND RELOCATION AFFIDAVIT PURSUANT TO HOUSING CRISIS ACT
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I hereby certify that _____ (NAME(S) OF THE
PROPERTY OWNER) has owned and occupied _____
(PROPERTY ADDRESS) as their primary residence from _____ (MM/DD/YYYY) to
_____ (MM/DD/YYYY).

I understand, consent and agree that the City of Redwood City may take such action as it deems necessary to verify both the accuracy and veracity of this declaration. I further understand, consent and agree that any person or entity contacted by the City of Redwood City, or its contractors, employees, agents, grantees, or designees, in the course of such verification, may release such pertinent information to the City of Redwood City, or its contractors, employees, agents, grantees, or designees.

I declare under penalty of perjury of the laws of the State of California that the foregoing is true and correct and that this affidavit was executed on the ____ of _____, 20__, at _____, California.

Signature

Name (Printed)

For City Use Only

Application received by City

By: _____

Date: _____



[Date]
[Tenant Name]
[Tenant Address]

RE: Notice of Tenant Rights - Housing Crisis Act of 2019

[Property Address]

Dear [Tenant Name]:

The owner of the property where your residence is located has filed an application with the City of Redwood City to construct a new proposed development called [Name of Project] on the property. [Description of Project]. The project proposes to demolish the existing units on the property and is subject to a state law called the Housing Crisis Act of 2019 (California Government Code Sections 66300 *et seq.*). If the project is approved, the City must ensure that the tenants of the demolished units will receive certain benefits provided by the Act and verify that the owner will replace any units occupied by lower income households with units that remain affordable.

The purpose of this letter is to inform you of the benefits available to tenants under the Housing Crisis Act and to ensure that you will receive all of the benefits for which you are eligible. In addition, the City wishes to ensure that the developer replaces all units occupied by lower income households with units that will remain affordable.

Benefits to All Tenants

All tenants have the right to remain in their unit until six months before the start of construction of the project if it is approved. The owner should provide you with written notice of the planned demolition, the date you must vacate, and your rights under the Housing Crisis Act at least six months before you are required to vacate. In addition, any tenants that are required to leave their units to permit construction may return at their current rental rate if the demolition does not in fact proceed, and the property returns to the rental market.

Benefits to Lower Income Tenants

All tenants who reside in lower income households are entitled to relocation benefits under state law, which include assistance in finding a new home, moving costs, and up to 42 months of rental assistance if a comparable unit affordable to you is not available. To determine if you qualify as lower income, you can view Redwood City's income limits in the following link. Please note that income limits are updated each year.

<https://www.redwoodcity.org/departments/city-manager/housing-services/developers/affordability-levels>

After the project is built, lower income tenants also have the right of first refusal to return to a unit with the same number of bedrooms and same size as the one you are currently renting, in the new housing development. The unit must be provided at a rent or sales price affordable to your household.

Replacement Units

In addition to providing benefits to individual tenants, the owner must replace any units currently occupied by lower income households with units affordable to lower income households.

Establishing Your Right to Relocation Benefits

To determine if you may qualify for relocation benefits, we need additional information about your household. As a tenant of the property, we are requesting that you complete and return the attached form. **Your cooperation with this request is completely voluntary.** Should you choose to participate, the information you provide will help the City ensure that you receive the benefits to which you are entitled and will also help determine the owner's replacement housing obligations, so that much needed affordable housing is preserved.

For Further Information

For additional information, please contact the City by e-mail (housingrwc@redwoodcity.org) or by mail using the contact information below:

City of Redwood City
Housing Division
Re: Replacement Unit Determination (SB 330)
1017 Middlefield Road
Redwood City, CA 94603

Any personal identifying information that is shared with us will not be disclosed publicly and will be kept confidential to the extent permitted by the California Public Records Act and other applicable state and federal laws.

Sincerely,

City of Redwood City
Housing Division



TENANT'S INCOME STATEMENT

UNIT REPLACEMENT AND RELOCATION AFFIDAVIT PURSUANT TO HOUSING CRISIS ACT
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Please use at least one affidavit for each unit. Items with a star (*) are required.

*Primary Tenant Name: _____

*Street Address: _____ Unit Number: _____ Zip Code: _____

*Phone: _____ Email: _____ Dates of tenancy: From _____ to _____

*Household size¹: _____ *Number of Bedrooms: _____ MM/DD/YYYY MM/DD/YYYY
or current

*Gross annual income: (Check one of the following)

- The combined annual gross income² for my household during this time was \$_____.
- My household is not lower income.
- I decline to state my gross household income.

I declare under penalty of perjury under the laws of the state of California that the foregoing is true and correct.

Tenant Signature

Tenant Name (Printed)

Date

For City Use Only

Statement received by City

By: _____

Date: _____

¹ For household size, include everybody that lived in that unit, as of the last day of the rental period.

² If your income changed during the rental period, please list the lowest income during that time. Gross income should include income before taxes and deductions.