

TENANT RELOCATION ASSISTANCE COMPLIANCE PLAN

Please fill out this form and submit with your application for development projects that will remove housing units from the rental market to the Planning Division. This completed form is an item to determine application completeness. For more information, call Andrea Kennedy at 650-903-6125 or e-mail at andrea.kennedy@mountainview.gov.

SECTION 1: GENERAL INFORMATION

Applicant Information	
Applicant Name:	E-mail:
	Phone No.:
Mailing Address (Street, City, State, and Zip Code):	
Contact Name:	E-mail:
	Phone No.:

Project Information	
Project Name:	Planning Application No. (if known):
APN No(s):	Project Address(es):

Proposed Project Details	
1. Number of proposed residential buildings:	2. Total number of proposed units:
3. Project type: <input type="checkbox"/> for-sale housing <input type="checkbox"/> rental housing <input type="checkbox"/> both for-sale and rental housing <input type="checkbox"/> nonresidential (specify proposed use): _____ _____	

SECTION 2: INFORMATION FOR EXISTING UNITS

Project Details for Existing Units			
1. Will any rental units be demolished? <input type="checkbox"/> Yes <input type="checkbox"/> No	<i>1a. If yes, indicate:</i>		
	Total Number of Demolished Units		
	Total Number of Households in Demolished Units		
2. List all APN No(s), and the number of rental units on each parcel proposed to be demolished:			
APN	Number of Units on Parcel	Rental Units?	
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No

Please attach the following items:

Rent Rolls. Rent roll should include the following per unit information:

Rent Roll Information				
Unit Address	All Household Members on Lease	Bedroom/ Bathroom	Monthly Rent	Yearly Household Income

- Funding for Relocation Assistance Consultant.** Developer must complete a contractual agreement with the City to provide relocation assistance and fully fund the consultant's services. This item must be completed before the application can be deemed complete. *Contact City staff to begin this process prior to submitting your complete application.*
- Notice of Intent.** In collaboration with the relocation consultant, the rental property owner must provide verification to the City that notices were sent to each affected rental unit. This item must be completed before the application can be deemed complete.
- Proof of Escrow Account.** Funds must be submitted into an escrow account for the estimated relocation assistance payments. This item must be completed before the application can be deemed complete.
- Proof of County Recording.** A summary memorandum of the applicant's obligation to provide tenant relocation requirements must be recorded with the County Recorder (*includes CSFRA units that will be removed from rental market*). This item must be completed before the application can be deemed complete.

**TENANT RELOCATION COMPLIANCE PLAN:
TENANT RELOCATION ASSISTANCE REQUIREMENTS**

Indicate the type of relocation benefits that will be offered:

1. Standard Benefits

2. Alternate Mitigation

1. Standard Benefits

Please attach a narrative demonstrating how the relocation benefits provided will meet or exceed the minimum standard relocation benefit requirements of the program.

See Tenant Relocation Assistance Program Administrative Procedures for required standard relocation benefits.

2. Alternate Mitigation

Please attach a narrative identifying what alternate mitigation is proposed and demonstrating how the proposed mitigation will complete the following objective:

- Help alleviate the adverse health, safety, and economic impacts experienced by residents of rental housing who are displaced from their residences due to a demolition of a rental unit, a remodel, or redevelopment of a rental unit; a conversion of a residential unit to a condominium unit or a change of use of real property from a residential use to a nonresidential use by requiring the property owner to mitigate the impact on these residents.