



**NOTICE TO TENANTS ABOUT RIGHT TO PERMANENT RELOCATION ASSISTANCE**

*This form is not intended to take the place of a formal notice to terminate tenancy. It is intended to accompany a notice to terminate tenancy.*

**Property Owner Information**

Name of Property Owner: \_\_\_\_\_

Property Owner Phone: \_\_\_\_\_ Property Owner Email: \_\_\_\_\_

**Property Information**

Property Address: \_\_\_\_\_

Notice issue date: \_\_\_\_\_ Move out date: \_\_\_\_\_

**Tenant Information**

Tenant Name (1): \_\_\_\_\_ Phone Number: \_\_\_\_\_

Tenant Name (2): \_\_\_\_\_ Phone Number: \_\_\_\_\_

List any other tenant names: \_\_\_\_\_

**Notice**

The City of Hayward's Tenant Relocation Assistance Ordinance (TRAO) requires that landlords pay relocation assistance to tenants for no-fault eviction. This notice is to inform you that your household is entitled to permanent relocation assistance.

**Form of Payment**

Rental assistance will be provided by (property owner select one):

A payment equal to one month's rent     Waiver of rent for the month of \_\_\_\_\_  
(last month of tenancy)

**Distribution of Payment (if not waiving last month's rent)**

Your landlord will pay the first half of the assistance within three business days after receiving your written confirmation that you will move by the date listed above. They will pay the second half within three business days after you have vacated the unit and removed all your property from the unit. If you fail to vacate the unit after accepting a relocation payment, the landlord can sue for damages.

*Note:* The TRAO prohibits landlords and tenants from waiving the 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, 4<sup>th</sup> Floor, Hayward, CA 94541 | 510-583-4454 | [rental.notifications@hayward-ca.gov](mailto:rental.notifications@hayward-ca.gov)**