



DEPARTMENT OF ECONOMIC AND
COMMUNITY DEVELOPMENT
(650) 829-6620
E-MAIL: WEB-ECD@SSF.NET

LANDLORD NOTICE OF DISPLACEMENT AND RELOCATION RIGHTS TO TENANTS PER SSFMC 8.70.040(b)

**Landlord please select at least two forms of delivery to tenant(s)*

☐ Personal/ Hand delivery

Date: _____

☐ USPS Mail

☐ Email

☐ USPS Certified Mail

☐ Text

☐ Other: _____

Dear Tenant:

This notice is provided pursuant to Chapter 8.70 ("Residential Tenant Relocation Ordinance") of the South San Francisco Municipal Code ("SSFMC"). You have been required to vacate your rental housing unit at _____ due to a displacement event as defined by the City of South San Francisco ("City") in SSFMC Section 8.70.040, and are eligible for relocation assistance from me.

Notice of Displacement

This notice is to inform you that a displacement event affecting the housing rental unit described below occurred (or will occur) beginning on: _____

Description/ reason(s) for displacement (if repairs are necessary please describe the scope of work):

Estimated Displacement Duration

The City has determined that the anticipated displacement is as follows:

ESTIMATED RELOCATION PERIOD	
Estimated Start Date:	
Estimated Return Date:	

RELOCATION TYPE (select one)	
Temporary (29 days or less):	☐
Permanent (30 days or more):	☐

If there are any changes to the estimated relocation period, an additional notice will be provided to you by me.

Tenant Information

Please provide information regarding your rental housing unit and current contact information to ensure timely communication during your displacement.

RENTAL UNIT INFORMATION <i>(Landlord please complete)</i>			
Number of Bedrooms:		Date of Lease:	
Monthly Rent:		Household Size:	
TENANT CONTACT INFORMATION			
Name:			
Email:			
Phone Number:			

Displaced Tenant's Rights

Relocation Assistance

You are eligible for relocation assistance as described in SSFMC Chapter 8.70 as follows (Landlord to *select one*):

- ☐ Temporary relocation per diem payments* per diem payments set by City Council based on the U.S. General Services Administration per diem rates for South San Francisco (Residential Tenant Relocation Fee Guide) Payments shall be paid to you within 24 hours of a displacement event or 20 days prior to the vacation date set whichever is later. Such temporary relocation per diem payments shall be prepaid by me to you in weekly increments; or
- ☐ Comparable housing pursuant to SSFMC Section 8.70.060(d)
- ☐ Permanent relocation fee* assistance set by City Council based on the HUD Fair Market Rate Rent for San Mateo County (Residential Tenant Relocation Fee Guide). The permanent relocation fee shall be paid to you within 24 hours if less than 10 days' notice to vacate was provided or no vacation date was provided or, if more than 10 days' notice to vacate was provided, then it shall be paid to you within 10 days prior to the vacation date; or
- ☐ Comparable housing pursuant to SSFMC 8.70.070(a)-(d)

Immediate Vacation Fee

If you are required to vacate your rental housing unit with less than 30 days' prior notice, you are also eligible for an additional Immediate Vacation fee of \$1,000 within 24 hours of when any displacement event occurs.

Form of Payment

Where per diem payments, a permanent relocation fee and/or an Immediate Vacation fee is due, you may select the form of payment you wish to receive (i.e. check, money order, or electronic payment) for those payments.

Right to Reoccupy

In addition to your right to relocation assistance, you have the right to reoccupy your rental housing unit once it is rendered habitable under the same terms and conditions that applied to the tenancy prior to the displacement.

You will be notified by me in writing 30 days' before the unit is ready for reoccupancy and you must notify me in writing of your address during the period of displacement.

If it is not possible to reoccupy your rental housing unit, then you shall have the right to rent comparable housing owned by me, if any, under the same terms and conditions that applied to your tenancy of the rental housing unit.

Copy of SSFMC Chapter 8.70

Along with this notice, you are being provided with a copy of the Residential Tenant Relocation Ordinance ([SSFMC Chapter 8.70](#)).

City Contact Information

A copy of this notice has been provided to the City as required by SSFMC Chapter 8.70. If you have any questions, please contact the Housing Division:

Phone: (650) 829-6620

Email: housing@ssfca.gov

Address: City Hall, 400 Grand Avenue, South San Francisco

Landlord Signature: _____

Date: _____

Acknowledgement of Receipt by Tenant:

Tenant Signature: _____

Date: _____