



Date: August 1, 2019

To: Patrick H. West, City Manager *P.H.W.*

From: Linda F. Tatum, Director of Development Services *LT*

For: Mayor and Members of the City Council

Subject: **Tenant Relocation Assistance Ordinance – Distribution of Outreach and Implementation Materials**

At its June 11, 2019 meeting, the City Council adopted the Tenant Relocation Assistance Ordinance (Ordinance), Long Beach Municipal Code (LBMC) Chapter 8.97, which takes effect August 1, 2019. Per the direction of the City Council, staff has prepared information and implementation documents including public outreach materials and required forms. The forms will be used to collect City Council-requested program data, such as landlord payments to tenants and the vacation of an entire building. These materials will also be translated in accordance with the City's Language Access Policy.

Staff has taken the following actions to educate and inform tenants and landlords of the Ordinance:

A) Development Services Website

All documents pertaining to the Ordinance were made available on the Department of Development Services [website](#) on July 25, 2019. Copies of the following items are attached.

- Tenant Relocation Ordinance Fact Sheet
- Tenant Relocation Program Description
- Notice to Tenants
- Postcard Mailed to Landlords
- Landlord Notice to City of Payment of Relocation Assistance (fillable online form)
- Landlord Notice to City of Intent to Vacate Entire Building (fillable online form)

B) Information to Landlords

- Staff emailed materials to landlord stakeholders on July 26, 2019.
- A postcard was mailed to landlords on July 27, 2019, providing a summary of the requirements of the Ordinance and a link to the Development Services website for detailed program information and required forms.

C) Information to Tenants

- Landlords are required to provide tenants with a Notice that provides the requirements of the Ordinance.
- Staff emailed materials to tenant stakeholders on July 26, 2019.
- An e-blast was sent to neighborhood organizations on July 29, 2019, providing information on the Ordinance and a link to the Development Services website.
- A press release was issued on August 1, 2019, providing information on the Ordinance, including the effective date and availability of information on the Development Services website.

In addition to the above actions, staff is also exploring the feasibility of including information on the Ordinance with the distribution of utility bills.

If you have questions regarding this matter, please contact Patrick Ure, Housing and Neighborhood Services Bureau Manager, at (562) 570-6026 or at Patrick.Ure@longbeach.gov.

LT:PU:AH:AC:MJ
R:\TO-FROM-FOR MEMOS\2019\19-0725 DRAFT TFF TENANT RELO OUTREACH FOLLOW-UP_V3.DOCX

ATTACHMENT: TENANT RELOCATION OUTREACH MATERIALS

CC: CHARLES PARKIN, CITY ATTORNEY
LAURA L. DOUD, CITY AUDITOR
TOM MODICA, ASSISTANT CITY MANAGER
KEVIN JACKSON, DEPUTY CITY MANAGER
REBECCA GARNER, ADMINISTRATIVE DEPUTY TO THE CITY MANAGER
PATRICK URE, HOUSING AND NEIGHBORHOOD SERVICES BUREAU MANAGER
MONIQUE DE LA GARZA, CITY CLERK (REF. FILE #19-0502)
DEPARTMENT HEADS

TENANT RELOCATION ASSISTANCE ORDINANCE

FACT SHEET



Effective August 1, 2019, landlords who own any multi-family residential rental housing in buildings consisting of at least four residential housing units are required to pay relocation assistance to tenants in the following cases:

- A tenant receives notice of rent increases totaling 10% or more in any 12-month period.
- A tenant receives notice to vacate due to landlord rehabilitating tenant's unit.
- A tenant in "good standing" receives notice to vacate for any reason. "Good standing" means that the tenant:
 - Has resided in the unit for one year or more.
 - Is current in payment of rent and not in violation of lease.
 - Has not damaged the unit, interfered with other tenants, or used the property for an unlawful purpose.

Landlords are exempt from relocation assistance requirements in the following cases:

- A landlord owns only one building of exactly four units in the City of Long Beach.
- A landlord occupies a unit in the building as their primary residence.
- A landlord issues a notice to vacate for a landlord or immediate family member of the landlord to occupy the unit.
- A landlord is recovering possession to comply with a government order to vacate due to natural disaster.
- The unit is an income-restricted affordable housing unit.
- The unit was built after February 1, 1995.

Relocation payments are required to be equal to two times the citywide average small-area fair market rents published by the Housing Authority of the City of Long Beach, up to a maximum of \$4,500. The payment standard as of January 1, 2019, is shown below. These standards are updated annually.



STUDIO
\$2,706



1 BR
\$3,325



2 BR
\$4,185



3 + BR
\$4,500

If a relocation payment is triggered by a tenant leaving due to a 10% or greater increase in rent, then the tenant must notify the landlord of their intent to stay in the unit at the increased rent within 14 days. If tenant does not notify landlord that they will remain, tenant must vacate the unit and the landlord must pay the first half of the required relocation assistance within 24 days of the receipt of the initial notice by the tenant, and the remaining half of the relocation assistance within five days of the tenant moving out.

If the relocation payment is required due to rehabilitation of the tenant's unit, or in the case of a tenant in good standing being given a notice of non-renewal or notice to vacate by the landlord, then the landlord must pay the first half of the required relocation assistance within 10 days of the notice and the remaining half within five days of the tenant moving out.

More information, including the full ordinance and required forms, can be found at:

www.longbeach.gov/lbds/hn/tenant-assistance-policies/



This information is available in alternative format by request at (562) 570-3807.
For an electronic version of this document, visit our website at www.longbeach.gov/lbds.



TENANT RELOCATION ASSISTANCE PROGRAM DESCRIPTION

(LBMC 8.97)



If you are a tenant or landlord, and the rental unit you live in/own is:

- In an apartment building with four or more total units.
- Not subject to recorded rental affordability restrictions.
- In a building built before February 1, 1995.



EXEMPTIONS

Landlords are exempt if any of the following are true:

- They own only one building, and it contains only four units.
- Their primary residence is in the same building.
- They ask the tenant to vacate a unit so that an immediate family member may occupy the unit.
- They ask the tenant to vacate the unit due to a government order due to natural disaster.



Then, if any of the following triggering events occur and no exemptions apply (see Exemptions above), the landlord shall provide relocation assistance payments.

TRIGGER	TENANT ACTION	LANDLORD ACTION
Notice of rent increase of over 10% in any 12-month period.	Must notify landlord within 14 days of receiving the notice that they intend to stay and pay the increased rent. If the tenant does not formally submit this notice, landlord must pay relocation, and tenant must move out. Tenant must vacate the unit in accordance with the notice to vacate after receiving the first half of the relocation payment from the landlord.	If landlord does not receive notice from the tenant of their intent to remain in the unit within 14 days of the notice of rent increase, and after deducting any past due rent, landlords must pay half of the relocation payment to the tenant within 24 days of the initial notice, and the remaining half of the relocation payment within five days of the unit being vacated.
Tenant receives notice to vacate due to rehabilitation of unit.	Tenant must vacate the unit in accordance with the notice to vacate after receiving the first half of the relocation payment from the landlord.	After deducting any past due rent, landlord must pay the first half of the relocation payment within 10 days of notifying the tenant, and the remaining half of the relocation payment within five days of the unit being vacated. If the whole building is being vacated due to rehabilitation, landlord must complete the Apartment Building Vacation Form.
Tenant in good standing receives notice of non-renewal of lease or notice to vacate.	Tenants are in "good standing" if they have lived at the unit for more than one year, are current on rent, and have not violated the lease or used the unit or property for an unlawful purpose. Tenant must vacate the unit in accordance with the notice to vacate after receiving the first half of the relocation payment from the landlord.	After deducting any past due rent, landlord must pay the first half of the relocation payment within 10 days of notifying the tenant, and the remaining half of the relocation payment within five days of the unit being vacated.



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Required forms and current payment standards can be found online at:
WWW.LONGBEACH.GOV/LBDS/HN/TENANT-ASSISTANCE-POLICIES/

This information is available in alternative format by request at (562) 570-3807. For an electronic version of this document, visit our website at www.longbeach.gov/lbds.

RELOCATION ASSISTANCE PAYMENT MAY APPLY (LBMC 8.97) NOTICE TO TENANTS

Effective August 1, 2019, landlords shall provide this information sheet to all existing tenants within 30 days and all tenants executing new leases after this date. Additionally, all new leases must include the following paragraph to inform tenants of the Tenant Relocation Assistance Ordinance:

You may be eligible to receive relocation payments upon expiration or other termination of your tenancy under this Lease in accordance with Long Beach Municipal Code (LBMC) Chapter 8.97.

Pursuant to LBMC 8.97.030.B, landlords who own any multi-family residential rental housing in buildings consisting of at least four residential housing units are required to pay relocation assistance to tenants in the following cases:

- A tenant receives notice of rent increases totaling 10% or more over any 12-month period.
- A tenant receives notice to vacate due to landlord rehabilitating tenant's unit.
- A tenant in "good standing" receives notice to vacate for any reason. "Good standing" means that the tenant:
 - Has resided in the unit for one year or more.
 - Is current in payment of rent and not in violation of lease.
 - Has not damaged the unit, interfered with other tenants, or used the property for an unlawful purpose.

Landlords are exempt from relocation assistance requirements in the following cases:

- A landlord owns only one building of exactly four units in the City of Long Beach.
- A landlord occupies a unit in the building as their primary residence.
- A landlord issues a notice to vacate for an immediate family member of the landlord to occupy the vacant unit.
- A landlord is recovering possession to comply with a government order to vacate due to natural disaster.
- The unit is an income-restricted affordable housing unit.
- The unit was built after February 1, 1995.

Relocation payments are required to be equal to two times the citywide average small-area fair market rents published annually by the Housing Authority of the City of Long Beach, up to a maximum of \$4,500.

If a relocation payment is triggered by a tenant leaving due to a 10% or greater increase in rent, the tenant must notify the landlord of their intent to stay in the unit at the increased rental rate within 14 days. If tenant does not notify landlord that they will remain, tenant must vacate the unit and the landlord must pay one-half of the required relocation assistance within 24 days of the receipt of the initial notice by the tenant, and the remaining half of the relocation assistance within five days after the tenant moves out.

If the relocation payment is required due to landlord terminating tenancy due to landlord's rehabilitation of the tenant's unit, or in the case of a tenant in good standing being given a notice of non-renewal or notice to vacate by the landlord, the landlord must pay the first half of the required relocation assistance within 10 days of the notice and the remaining half within five days of the tenant moves out.

Notice of Availability of Rent Reporting to Credit Bureaus

Tenants and landlords can utilize rent-reporting services to report timely rent payments to credit bureaus. These services can assist tenants who pay rent on time to build credit history and/or improve their credit score. For more information, visit:

www.longbeach.gov/lbds/hn/tenant-assistance-policies/

Notice of Availability of Renter's Insurance

Renter's insurance policies are available for purchase by renters and can help to protect renters and replace personal belongings in the case of theft, fire, and or water damage. A renter's insurance policy may also cover medical expenses for visitors injured while at your rental unit, and in some cases may cover legal costs.

More information, including the full ordinance and required forms, can be found at:

www.longbeach.gov/lbds/hn/tenant-assistance-policies/



This information is available in alternative format by request at (562) 570-3807.
For an electronic version of this document, visit our website at www.longbeach.gov/lbds.



TENANT RELOCATION ASSISTANCE ORDINANCE

The City of Long Beach has adopted the Tenant Relocation Assistance Ordinance. Effective August 1, 2019, landlords of residential rental units in Long Beach shall provide relocation assistance payments of up to \$4,500 to tenants displaced through no fault of their own.



Landlords may be required to make relocation payments if any of the following apply and are required to report all relocation payments to the City:

- Tenant receives notice(s) of rent increases totaling more than 10% in a 12-month period.
- Tenant receives notice to vacate due to rehabilitation of the tenant's unit.
- Tenant in "good standing" receives a notice of non-renewal or notice to vacate from landlord.



411 W. Ocean Blvd., 3rd Floor Long Beach, CA 90802



More information about the ordinance, including required reporting forms, can be found on the Long Beach Development Services website at:

<http://www.longbeach.gov/lbds/hn/tenant-assistance-policies/>



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LANDLORD NOTICE TO CITY OF PAYMENT OF RELOCATION ASSISTANCE

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Prior to the end of the calendar year, a landlord must provide notice to the City of Long Beach of all payment of Relocation Assistance to eligible tenants annually, in accordance with Long Beach Municipal Code Chapter 8.97.050.B. Please complete the following form. The completed Notice of Relocation Payment Form must be submitted electronically through this webpage. You must submit a separate Notice of Relocation Payment Form for every unit for which relocation assistance payments are required.

Landlord Information:

Please provide information on the party (landlord or property manager) making the relocation assistance payment:

Name**Type:** Owner Property Manager**Street Address****Mailing Address****Email Address****Phone Number**

Rental Unit Information

Please provide information on the housing unit(s) for which you paid relocation assistance to a tenant.

You may enter information for up to 4 units on a single Relocation Payment Form. If you have more than 4 relocation payments to report, you must submit multiple Relocation Payment Forms.

Rental Unit #1**Street Address****Apartment/Unit #****Zip Code**

Please provide the bedroom count of the unit.

- Studio
- 1
- 2
- 3 or more

Payment Trigger:

Please provide the basis on which you made the relocation payment.

- Rent increase greater than 10%.
- Tenant in good standing served with notice of non-renewal or notice to vacate
- Rehabilitation of tenant unit

- If "rehabilitation of tenant unit" was selected, please check this box if the entire building was vacated for rehabilitation. You must also complete the [Building Vacate Form](#).

Ownership Information:

Please provide information on the ownership structure of the dwelling unit for which a relocation assistance payment was made.

- Natural Person
 Business Entity

If owned by a business entity, indicate type (example-LLC, LP, LLP) and name.

Rental Unit #2

Street Address

Apartment/Unit

Zip Code

Please provide the bedroom count of the unit.

- Studio
 1
 2
 3 or more

Payment Trigger:

Please provide the basis on which you made the relocation payment.

- Rent increase greater than 10%.
 Tenant in good standing served with notice of non-renewal or notice to vacate
 Rehabilitation of tenant unit

- If "rehabilitation of tenant unit" was selected, please check this box if the entire building was vacated for rehabilitation. You must also complete the [Building Vacate Form](#).

Ownership Information:

Please provide information on the ownership structure of the dwelling unit for which a relocation assistance payment was made.

- Natural Person
 Business Entity

If owned by a business entity, indicate type (example-LLC, LP, LLP) and name.

Rental Unit #3

Street Address

Apartment/Unit

Zip Code

Please provide the bedroom count of the unit.

- Studio
 1
 2
 3 or more

Payment Trigger:

Please provide the basis on which you made the relocation payment.

- Rent increase greater than 10%.
- Tenant in good standing served with notice of non-renewal or notice to vacate
- Rehabilitation of tenant unit

If "rehabilitation of tenant unit" was selected, please check this box if the entire building was vacated for rehabilitation. You must also complete the [Building Vacate Form](#).

Ownership Information:

Please provide information on the ownership structure of the dwelling unit for which a relocation assistance payment was made.

- Natural Person
- Business Entity

If owned by a business entity, indicate type (example-LLC, LP, LLP) and name.

Rental Unit #4

Street Address

Apartment/Unit #

Zip Code

Please provide the bedroom count of the unit.

- Studio
- 1
- 2
- 3 or more

Payment Trigger:

Please provide the basis on which you made the relocation payment.

- Rent increase greater than 10%.
- Tenant in good standing served with notice of non-renewal or notice to vacate
- Rehabilitation of tenant unit

If "rehabilitation of tenant unit" was selected, please check this box if the entire building was vacated for rehabilitation. You must also complete the [Building Vacate Form](#).

Ownership Information:

Please provide information on the ownership structure of the dwelling unit for which a relocation assistance payment was made.

- Natural Person
- Business Entity

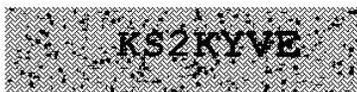
If owned by a business entity, indicate type (example-LLC, LP, LLP) and name.

Certify and submit your form

Date

Initial

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Enter the word:

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411 West Ocean Blvd., 3rd Floor
Long Beach, CA 90802
Phone: (562) 570-LBDS (5237)
Fax: (562) 570-6075

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LANDLORD NOTICE TO CITY OF INTENT TO VACATE ENTIRE BUILDING

Pursuant to Long Beach Municipal Code Chapter 8.97, landlords shall notify the City of Long Beach, by completing a Building Vacate Form, prior to causing a residential rental housing building to be entirely vacated. Please complete the following form. This form must be submitted electronically through this website.

Rental Residential Building Information:

Please provide information on the building that you intend to vacate.

Street Address**Zip Code****Number of Units**

Landlord Information:

Please provide information on the party causing the entire building to be vacated.

Name**Type:**

Owner Property Manager

Street Address**Mailing Address****Email Address****Phone Number**

Ownership Information:

Please provide information on the ownership structure of the building being vacated.

Natural Person

Name

Business Entity

If owned by a business entity, indicate type (example-LLC, LP, LLP) and name.

Please provide the number of units of each size in the building.

Studio

HOUSING AND NEIGHBORHOOD SERVICES

(562) 570-6949

llds@longbeach.gov

333 W. Ocean Blvd., 3rd Floor
Long Beach, CA 90802

NEIGHBORHOOD RESOURCE CENTER

(562) 570-1010

llds@longbeach.gov

100 W. Broadway, Suite 550
Long Beach, CA 90802

M: 8:00 AM - 6:00 PM
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W: 8:00 AM - 6:00 PM
TH: 8:00 AM - 6:00 PM
F: 8:00 AM - 5:00 PM

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1

2

3 or more

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Fax: (562) 570-6075

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