



**CITY OF WESTMINSTER
PLANNING DIVISION
8200 WESTMINSTER BLVD
WESTMINSTER, CA 92683
TEL: (714) 548 - 3247
planning@westminster-ca.gov
www.westminster-ca.gov**

Date:

Tenant's Address:

**RE: Housing Crisis Act of 2019 (SB 330)
Request for Information for Replacement Unit Determination**

THIS IS NOT AN EVICTION NOTICE OR TERMINATION OF TENANCY

Dear _____:

The owner of the above-referenced property ("Property") has, or is planning to file an application with the City to construct a new housing development (the "Project") on the Property. State law requires analysis of any existing housing units on the site as a part of the Project, and your assistance is requested to complete that analysis.

ABOUT STATE LAW

In order to meet the obligations of the Housing Crisis Act of 2019 (SB 330) the owner must replace any existing residential dwelling units, vacant or occupied, that are considered "Protected Units." These are defined as residential units that are, or were within the 5 years prior to the owner's/applicant's application one of the following: **(1)** subject to a recorded covenant, ordinance, or law that restricts rents to levels affordable to persons and families of lower or very low income, **(2)** subject to any form of rent or price control through a public entity's valid exercise of its police power within the 5 past years, **(3)** occupied by lower or very low income households, or **(4)** that were withdrawn from rent or lease per the Ellis Act, within the past 10 years.

The applicant's Project requires the completion of what is called a Replacement Unit Determination. However, in order to produce an accurate Determination, an accurate count of existing affordable Protected Units is required. This is why it is requested that each tenant of the Property complete and return the attached form.

HOW EXISTING AFFORDABLE "PROTECTED UNITS" ARE DETERMINED:

Whether or not a unit is deemed an affordable Protected Unit is determined by the tenant's income. If a tenant's verifiable income is determined to qualify as Extremely Low, Very Low or Low, as determined by Net Median Income figures published by the California Department of Housing and Community Development ("HCD"), the unit will be designated as an affordable "Protected Unit" subject to replacement.

YOUR PARTICIPATION WILL HELP PRESERVE EXISTING AFFORDABLE HOUSING:

While your cooperation with this request is voluntary, your participation will assist with ensuring that affordable Protected Units are included in the proposed Project.

WHAT DOES IT MEAN TO BE AN OCCUPANT OF A "PROTECTED UNIT"?

SB 330 provides current occupants of Protected Units the right of first refusal for comparable units (i.e. same bedroom count) in the owner's proposed new housing development. The comparable replacement units must be provided at a rent, or sales price, affordable to the same, or lower income category. Occupants of Protected Units also are entitled to receive relocation in accordance with state or local law, whichever provides greater assistance, and the right to remain in their unit until 6 months before the start of construction.

HOW TO PARTICIPATE:

To submit your verifiable income, complete and return the attached documents:

- 1. Request for Information for Replacement Unit Determination.** Complete and attach income verification documents.
- 2. Tenant's Statement.** Sign and date

After all documents are completed, return them to the project applicant listed below. Documents should be returned within two weeks of the date of this letter.

[Applicant Name]
[Applicant Street Address]
[Applicant City, State, Zip]

If you need assistance completing the forms, please contact [Applicant] at [Applicant Phone], or [Applicant Email]. Should the building permit for construction be issued, you will receive standard notification of your landlord's intent to demolish and/or convert your rental unit into a new housing development.

Sincerely,
[Planner Name]
[Planner Title]

Enclosures

1. Request for Information for Replacement Unit Determination
2. Tenant's Statement



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TENANT INFORMATION PACKET
Government Code §66300(d)
 (To Be Completed By Tenant)

Date: _____

UNIT INFORMATION:			
Property Address:			
Unit Number:		Bedrooms:	
Name of Renter(s):			
Number in Household:			

OPTION I

Adjusted Gross Income for Past 2 Years: _____

Current Monthly Income: _____

❖ Income information is based on the tenant(s) income when the residences were occupying the unit.

Types of Income Verification required for each household member with any source of income:

1. Copies of two (2) most recent payroll stubs
2. Signed copies of two (2) most recent income tax returns and W-2 forms
3. Bank statements for the six (6) most recent months
4. Lease agreement

OPTION II

I decline to provide financial information for purposes of this determination.

 Tenant Signature

 Date

Please Return To:

[Applicant Name]

[Applicant Street Address]

[Applicant City, State, Zip]

TO: City of Westminster | Planning Division
RE: Replacement Unit Determination (SB 330)

RE: _____
(Address, including apartment or unit number)

TENANT'S STATEMENT

I _____, hereby certify that I am/was a legal tenant of the above described property ("Property") involved in this application or have been legally authorized to sign as tenant, on behalf of a corporation, general partnership, limited partnership, limited liability company or other applicable form of business, etc., as evidenced by separate instrument attached herewith. I further hereby certify that the documents furnished to the City of Westminster in conjunction with this Tenant's Statement, represent the full and complete information required to establish if there are units subject to replacement per the Housing Crisis Act of 2019 (SB 330) and that the facts, statements and information presented are true and correct to the best of my knowledge and belief. I declare under penalty of perjury under the State of California that the foregoing is true and correct.

Tenant Signature

Date

Witness Name

Witness Address

Witness Signature

Date