



Department of Housing - 649 N. Fair Oaks Ave., Suite 202, Pasadena, CA 91109-7215
(626) 744-8316

TENANT PROTECTION ORDINANCE (“TPO”) RELOCATION CLAIM CHECKLIST (revised 7/10/19)

Tenant should obtain the following documents to prepare a TPO relocation claim:

- Documentation of change in property ownership within the past 18 months
 - Notice of rent increase or termination of tenancy
 - Rental agreement
 - Tenant certification of household members and income (City can provide form)
 - Income documentation (most recent 3-month period) for each adult household member. Examples: paystubs, public benefits statements. For self-employed persons, documentation could include bank statements showing income deposits over most recent 3-month period, and federal income tax return.
 - Documentation of elderly household members 62 years of age, if applicable.
 - Documentation of dependent household members, if applicable. Examples: most recent federal income tax return; children’s school records (showing name of child and residential address).
- The TPO relocation claim should be submitted to the property owner. It is recommended that income, financial, and other personal documents not be submitted with the relocation claim unless requested by the owner.
 - The City Department of Housing or the Housing Rights Center are available to provide technical assistance on preparation of TPO relocation claims.
 - The City and the Housing Rights Center are not be responsible for enforcing the TPO. Parties seeking assistance with enforcement should pursue a civil claim in small claims court or seek legal assistance through a private attorney.