

Recordation requested by:

When recorded mail to:

City of East Palo Alto  
Rent Stabilization Program  
2415 University Avenue, Second Floor  
East Palo Alto, California 94303

**CERTIFICATE AND MEMORANDUM**

(Gov't. Code §7060.4(b); East Palo Alto Municipal Code §14.08.050(4))

Assessor's Parcel #:

Property Address:

Property Owner:

**CERTIFICATION OF INITIATION OF ACTION  
TO TERMINATE EXISTING TENANCIES**

On \_\_\_\_\_, action was initiated, pursuant to the East Palo Alto Municipal Code Chapters 14.04 and 14.08 and applicable state law, to terminate the existing tenancies in the residential accommodations on the above property by serving all tenants in the accommodations with a notice of termination of tenancy.

**MEMORANDUM SUMMARIZING NOTICE OF INTENT TO  
WITHDRAW ACCOMMODATIONS FROM RENT**

On \_\_\_\_\_, notice was given to the City of East Palo Alto/Rent Stabilization Program of the intent to withdraw the residential rental accommodations on the above property from the residential rental housing market.

The notice contained statements, under penalty of perjury, on the number of accommodations, the address or location of those accommodations, the name(s) of the tenant(s) of the accommodations, and the rent applicable to each residential unit.

I certify under penalty of perjury that the foregoing is true and correct.

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name of Owner

**Note: The signature must be notarized in order for the document to be recorded.**