



Housing Division  
9770 Culver Boulevard  
Culver City, CA 90232  
(310) 253-5790  
rent.control@culvercity.org

## Tenant's Complaint Form for Improper Termination of Tenancy (Eviction) or Relocation Assistance Payment Instructions

### Common Reasons to Use This Form

- You have received an eviction notice, based on a No Fault grounds (as described below), and your landlord has not provided relocation assistance of three (3) times your monthly rental amount plus \$1,000.
- You have received an eviction notice “due to the need to renovate”, or another reason not permitted by law.
- You have lived in your current residence for at least 10 years, and you are 62 years or older, or disabled, or handicapped, and you have received an eviction notice.
- You are terminally ill and you have received an eviction notice.
- Other reasons, as described below.

Important Notice to Read Before Completing This Form: Before filing a complaint with the Housing Division, have you (the tenant) attempted to resolve the matter of improper termination of tenancy (“termination”) or relocation assistance with your landlord/management company? If not, first write to the landlord/management company and request that the landlord/management company address your specific concern(s).

### When **NOT** To Use This Form

- **If you are being evicted for failure to pay rent, violations of the lease, nuisance or certain criminal activities, the eviction is a “For Cause Termination” and you are not entitled to relocation assistance. Do not use this form.**
- **If you have vacated the rental unit and relinquished possession of the unit (removed all your property and personal items and returned the keys) prior to the effective date of the City’s Interim Rent Control Ordinance (August 12, 2019), you are not entitled to relocation assistance. Do not use this form.**

### When to Use This Form

- Unless the eviction is a “For Cause Termination” (see above), a landlord may not evict the following types of tenants:
  - Any tenant who has continuously resided in the rental unit for at least 10 years, and is either:
    - 62 years of age or older; or
    - disabled as defined in Title 42 United States Code Section 423; or
    - handicapped as defined in Section 50072 of the California Safety Code
  - Any tenant who is terminally ill as certified by a treating physician licensed to practice in the State of California
- **Use this form if you are being evicted and you belong to one of the above listed categories.**

- **Use this form if you have received notice of termination for a reason other than one of the below “For Cause” or “No Fault” reasons, such as “renovation.” Terminations that do not qualify as “No Fault” or “For Cause” are not permitted.**
- If you are being evicted so that the landlord can recover possession in order to demolish your unit, remove the unit permanently from rental housing, use the unit for a tenant that requires an occupancy agreement and intake, case management or counseling as part of the tenancy, or in certain circumstances to use the unit for a resident manager or landlord’s relative, the eviction is a “No Fault Termination”. See the Interim Rent Control Ordinance, Section 5.D for more information.
- Culver City Landlords are required to pay a relocation assistance fee, equal to three (3) times your current monthly rent, plus \$1,000, to a tenant displaced through a “No Fault Termination”. The relocation assistance fee is based on expected costs a tenant incurs from moving: including first and last month’s rent and a security deposit at a new rental, moving and packing expenses, and displacement and housing costs. All tenants living in one unit of housing are collectively entitled to one relocation assistance fee payment.
- The landlord shall pay one-half (1/2) of the relocation assistance no later than five (5) business days after serving the tenant written notice of the termination of the lease and one-half (1/2) of the relocation assistance no later than five (5) business days after the tenant has vacated the rental unit.
- **Use this form if your eviction qualifies as a “No Fault Termination” and your landlord had not paid the required relocation assistance fee as required.**

Send completed forms by mail or in person to:

City of Culver City  
Housing Division  
9770 Culver Boulevard  
Culver City, CA 90232

You may also submit digitally by sending an email with one attached PDF file containing both the signed, completed form and all attachments to [rent.control@culvercity.org](mailto:rent.control@culvercity.org).

If you have any questions about the process or forms, contact the Housing Division at (310) 253-5790 or [rent.control@culvercity.org](mailto:rent.control@culvercity.org).



## Tenant's Complaint Form for Improper Termination of Tenancy (Eviction) or Relocation Assistance Payment

*Instructions: Complete Sections 1-9, below. Attach the documents requested in Section 8.*

### 1. Tenant Information

First Name		Last Name	
Email		Phone	
Mailing Address			
Street Address		Unit	
City		State	Zip

### 2. Tenant's Residential Rental Unit Information

Street Address		Unit	
City		State	Zip
Start Date of Tenancy		Current Monthly Rent Amount	
Date Lease Termination Notice Received			
Effective Date of Lease Termination			
Number of Adults in Household			
Number of Minors (Children less than 18 years old) in Household			

### 3. Landlord Information

Trust/LLC/Business Name (if known)			
First Name		Last Name	
Email		Phone	
Mailing Address			
Street Address		Unit	
City		State	Zip

### 4. Property Manager Information

Business Name (if known)			
First Name		Last Name	
Email		Phone	
Mailing Address			
Street Address		Unit	
City		State	Zip

*Form continues on page 2 →*

Tenant's Address: \_\_\_\_\_

Tenant's Unit #: \_\_\_\_\_

**5. Check the box next to the reason for your complaint.**

- a) Unlawful termination of tenancy (eviction)
- b) Landlord refusal to provide relocation assistance as required by law

**6. Briefly describe your complaint in the box below. Add additional pages, if necessary.**

**7. If you checked the box next to 5(b), calculate your relocation assistance amount.**

Current Monthly Rent	x 3 =	3 Months' Rent	+ \$1,000.00 =	Relocation Assistance
			Moving Expense	

Your relocation assistance may be offset by rent, other monies due the landlord, extraordinary wear and tear or damage to the rental unit and any other relocation benefits to which tenant is entitled pursuant to any other provision, of local, state or federal law. (See Interim Rent Control Ordinance, Section 6 "Relocation Assistance.")

**8. Attach the following documents**

- Current lease agreement
- Notice of Eviction (Termination of Lease)
- Rental receipts (or other form of proof of rent payment) from the previous three (3) months.

**9. Certification**

I hereby certify that I have read, or have had read to me, the Culver City Interim Rent Control Ordinance, Section 5 "Evictions" and Section 6 "Relocation Assistance". The City may contact my landlord and/or property manager as part of the investigation process required to resolve this complaint. Under penalty of perjury, I hereby certify that the information I have provided in this complaint form and in any attached sheets is true and correct to the best of my knowledge and belief.

Head of Household Signature	
Print First and Last Name	
Date	

Send this completed form and all attachments by mail or in person to:

City of Culver City, Housing Division, 9770 Culver Blvd., Culver City, CA 90232

You may also submit digitally by sending an email with one attached PDF file containing both the signed, completed form and all attachments to [rent.control@culvercity.org](mailto:rent.control@culvercity.org).

If you have any questions about the process or forms, contact the Housing Division at (310) 253-5790 or [rent.control@culvercity.org](mailto:rent.control@culvercity.org)