NOTICE OF TERMINATION OF TENANCY
(Intended to be Used for Periodic Tenancies)
(Costa Mesa NTT Form)

To:_____("Tenant")
and any other occupant(s) in possession of the premises located at: _____(Street Address)
(Unit/Apartment #) _____(City) _____ (State) _____ (Zip Code) _____ ("Premises").

YOUR TENANCY IN THE PREMISES IS TERMINATED AS STATED BELOW. (CHECK THE BOX THAT APPLIES.)

1. APPLICABILITY OF THE TENANT PROTECTION ACT(TPA) OF 2019 & HOMELESS PREVENTION ACT(HPA) OF 2023:
   - ☐ The Property or tenancy **IS** covered by the TPA/HPA. See paragraph 2.
   - ☐ The Property and tenancy are **NOT** covered by the TPA/HPA. See paragraph 3.

**** NOTE: COMPLETE PARAGRAPH 2 OR 3. DO NOT COMPLETE BOTH. ****

The CM NTT Form and any other documents served to the tenant must be submitted to the City within 72 hours.

2. **PROPERTIES or TENANCIES COVERED BY THE TPA/HPA:** Housing Provider is advised to seek counsel from a qualified California real estate attorney before issuing a notice to terminate tenancy.
   IF any box in **2A** or **2B** is CHECKED, paragraph 3 does NOT apply and only the NOTICE checked in **paragraph 2A** or **2B** shall be in effect.

   A. Your tenancy, if any, in the Premises is terminated 60 days from service of this Notice, or on _____ (whichever is later) for the following reason:
      (1) ☐ Family Move-In. Owner, or owner's spouse, domestic partner, parents, grandparents, children or grandchildren, intend to occupy the Premises.
         a. Identify relationship of intended occupant: _____
         b. Name of intended occupant(s): _____
         c. Intended move-in date (Compliant with CMMC):_____
      (2) ☐ Owner intends to withdraw the Premises from the rental market.
      (3) ☐ Owner intends to demolish or substantially remodel the Premises. A notice shall include the following:
         a. A description of the substantial remodel to be completed, the approximate expected duration of the substantial remodel, or if the property is to be demolished, the expected date by which the property will be demolished, together with the following:
            i. Attach a copy of the permit(s) obtained to undertake the substantial remodel or demolition; or
            ii. Attach a copy of the contract for work not requiring permits.
         b. A notification that if the tenant is interested in reoccupying the rental unit following the substantial remodel, the tenant shall inform the owner of the tenant's interest in reoccupying the rental unit and provide to the owner the tenant's address, telephone number, and email address.
      (4) ☐ Owner intends to comply with (i) an order of a government agency or court regarding habitability of the Premises, or direction to vacate OR (ii) a local ordinance that mandates the Premises be vacated.

      RELOCATION FEES: Whether (1) – (4) above applies, the owner shall, regardless of the tenant's income, at the owner's option, do one of the following:

      1. Assist the tenant to relocate by providing a direct payment of one time the Fair Market Rent; or
      2. Waive in writing the payment of rent to equal the applicable Fair Market Rent; or
      3. A combination of the two (i.e., waive rent *and* make a direct payment to cover the difference.

      The amount of relocation assistance or rent waiver shall be equal to one month of the Fair Market Rental rate for a unit of similar size. When the Fair Market Rental rate is greater than the current rent in effect at the date of termination, any difference is owed to the tenant based on Fair Market Rent.

      Fair Market Rent is determined annually by the Department of Housing and Urban Development (HUD). To determine the amount of relocation assistance owed, please search "HUD Small Area FMR" or use the following link: https://www.huduser.gov/portal/datasets/fmr/smallarea/index.html

      The City highly recommends accompanying this Notice with a narrative document that details the facts of the case to ensure tenants have a clear understanding of the process and timing.

OR B. ☐ Your tenancy, if any, in the Premises is terminated **30 days** from service of this Notice, or on _____ (whichever is later).

Only applies if (i) all tenants have occupied the Premises for less than 12 months OR (ii) at least one tenant has occupied the Premises for less than 12 months and no other tenant has occupied the property for 24 months or more.

3. **PROPERTIES or TENANCIES NOT SUBJECT BY THE TPA/HPA:** Housing Provider is strongly advised to seek counsel from a qualified California real estate attorney who is familiar with TPA/HPA before selecting any of the option below:

A. ☐ Your tenancy, if any, in the Premises is terminated **60 days** from service of this Notice, or on _____ (whichever is later).

OR B. ☐ Your tenancy, if any, in the Premises is terminated **30 days** from service of this Notice, or on _____ (whichever is later). Only applies if at least one tenant or resident has resided in the Premises for less than one year.

OR C. ☐ Your tenancy, if any, in the Premises is terminated **90 days** from the service of this Notice, or on _____ (whichever is later). Applies if Tenant is a beneficiary of, and the tenancy is subject to, a government agency rental housing assistant program.

OR D. ☐ Your tenancy, if any, in the Premises is terminated **30 days** from the service of this Notice, or on _____ (whichever is later). Only applies if all of the following are met:

(1) Housing Provider has entered into a contract to sell the Premises to a natural person(s);
(2) **AND** Purchaser intends to reside in the Premises for at least one year following the termination of the tenancy in the Premises;
(3) **AND** Housing Provider has established an escrow with an escrow company licensed by the Department of Financial Protection and Innovation. Department of Insurance, or a licensed Real Estate Broker;
(4) **AND** Escrow was opened 120 or fewer days prior to the delivery of this Notice;
(5) **AND** Title to the Premises is separately alienable from any other dwelling unit (i.e., is a single-family unit or condominium);
(6) **AND** Tenant has not previously been given notice of termination of tenancy.

4. If you fail to give up possession by the specified date, a legal action will be filed seeking possession and damages that could result in judgment being awarded against you.

5. State law permits former tenants to reclaim abandoned personal property left at the former address of the tenant, subject to certain conditions. You may or may not be able to reclaim property without incurring additional costs, depending on the cost of storing the property and the length of time before it is reclaimed.

Housing Provider (Owner or Agent) _____ Date: _____
Housing Provider (Owner or Agent) _____ Date: _____

6. **DELIVERY OF NOTICE/PROOF OF SERVICE:**

This Notice was served by: _____, on _____(date)
In the following manner: (if mailed, a copy was mailed at _____(location) on _____ (enter date, if different from the date on first line of this paragraph)). Emailing a notice does not satisfy the requirements of Code of Civil Procedures §§1162(a) or 1162(b).

To comply with state law, service attempts must be done in the following order: A, then B, then C. As an alternative to that procedure, service may be done by completing D, but additional time should be provided to the notice.

A. Personal service. A copy of the Notice was personally delivered to the above-named Tenant.

B. **NOTE: SUBSTITUTED SERVICE MAY BE USED IF THE TENANT IS ABSENT FROM THE TENANT'S RESIDENCE OR USUAL PLACE OF BUSINESS.**
Substituted service. A copy of the Notice was left with a person of suitable age and discretion at the Tenant's residence or usual place of business and a copy was mailed to the Tenant at the Premises.

C. N**OTE: POSTING AND MAILING OF THE NOTICE MAY BE USED ONLY IF THE TENANT'S RESIDENCE OR USUAL PLACE OF BUSINESS CAN NOT BE ASCERTAINED OR IF KNOWN THEN ONLY IF NO PERSON OF SUITABLE AGE AND DISCRETION CAN BE FOUND AT THOSE LOCATIONS.**
Post and mail. A copy of the Notice was affixed to a conspicuous place on the Premises and a copy was mailed to the Tenant at the Premises.

D. **NOTE: IN THE ALTERNATIVE TO THE ABOVE OPTIONS FOR SERVING THIS NOTICE, A TENANT MAY BE SERVED BY CERTIFIED OR REGISTERED MAIL.**
Certified/Registered mail. A copy of the Notice was mailed to the Tenant at the Premises by Certified or Registered mail. Before filing a legal action based on this notice, a tenant should be given five (5) additional days if served in California, ten (10) additional days if served in another state, twenty (20) additional days if served outside of the United States.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

_____ _____
(Signature of person serving Notice) **(Date)**

_____
(Print Name)