



## California Apartment Association – 2015 Forms Changes Chart

**Mandatory for Members:** “Yes” means old forms must be discarded and the new form used due to a change in the law. “Recommended (Rec)” means the new form contains provisions that are beneficial because they are likely to reduce disputes, protect against liability or otherwise offer additional protection to the member. Members should review what has changed in the form and determine whether or not they want to take advantage of the new provisions. “No” means that member are free to continue use of the old form because any changes are non-substantive. N/A means it is a new form.

**Mandatory for Local Associations:** “Yes” means that old forms must be discarded and the new form used due to a change in the law. “Recommended” means the new version is more protective of the member. New forms that are “Recommended” for members are “Mandatory-Yes” for Local Associations. “No” means that existing stock of the old form may be sold or used.

### Form Codes:

B - Berkeley  
 F - Fontana  
 LA – Los Angeles  
 LP – Large Print  
 MF – Management Form  
 N – Three part (carbon copies)  
 O – Oakland  
 R – w/Receipt

S – Spanish language  
 SC – Santa Cruz  
 SD – San Diego  
 SF – San Francisco  
 SJ – San Jose  
 SV- with Proof of Service  
 UC – Union City

| Form #                 | Form Name   | Description of Change  | Reason for Change             | Mandatory for Members? | For Local Assns? |
|------------------------|---|--|-------------------------------|------------------------|------------------|
| 1.2, 1.2-LA            | On-site Employee Agreement                        | Revised terms of occupancy to match changes in Rental/Lease Agreement where appropriate  | Member requests, staff review | Recommended            | Yes              |
| 2.0, 2.0-S, 2.1, 2.1-S | Rental Agreement (Month-to-Month) Lease Agreement | Added move-in date, clarified who rent is paid to/delivered to, added spaces for prorated first month’s rent, incorporated house rules (i.e., guests, parking); added AirBnB prohibition and clarified definition of guests. | Member requests, staff review | Recommended            | Yes              |
| 2.0-LP                 | Rental Agreement (Month-to-Month) - Large Print   | Discontinued   | Low usage                     | Recommended            | Yes              |
| 2.1-LP                 | Lease Agreement - Large Print                     | Discontinued   | Low usage                     | Recommended            | Yes              |
| 2.9                    | CC&R Addendum                                     | Clarification of documents to attach   | Member Question               | Recommended            | Yes              |

| Form #   | Form Name  | Description of Change   | Reason for Change              | Mandatory for Members? | For Local Assns? |
|--|--|---|--------------------------------|------------------------|------------------|
| 3.0,<br>3.0-LP,<br>3.0-R,<br>3.0-RS,<br>3.0-S, | <b>Instructions only</b> -Application to Rent                  | Clarified person 18 years or older, emancipated minors          | Member question                | Recommended            | Yes              |
| 4.0  | Three Day Notice to Pay Rent or Quit                           | Discontinued– all forms without proof of service                | Member questions, staff review | Recommended            | Yes              |
| 4.0-B  | Three Day Notice to Pay Rent (Berkeley)                        | Added and clarified proof of service and instructions           | Member questions, staff review | Recommended            | Yes              |
| 4.0-OAK  | Three Day Notice to Pay Rent (Oakland)                         | Added and clarified proof of service and instructions           | Member questions, staff review | Recommended            | Yes              |
| 4.0-SF   | Three Day Notice to Pay Rent (San Francisco)                   | Discontinued, all San Francisco forms available on SFAA website |                                | Recommended            | Yes              |
| 4.0-SV   | Three Day Notice to Pay Rent (Proof of Service)                | Clarified proof of service and instructions                     | Member questions, staff review | Recommended            | Yes              |
| 5.0  | Notice of Change of Terms of Tenancy (Other Than Rent)         | Discontinued– all forms without proof of service                | Member questions, staff review | Recommended            | Yes              |
| 5.0-SFSV                                       | Notice of Change of Terms – S.F. (Proof of Service)            | Discontinued, all San Francisco forms available on SFAA website | Member questions, staff review | Recommended            | Yes              |
| 5.0-SV   | Notice of Change of Terms (Other Than Rent (Proof of Service)) | Clarified proof of service and instructions                     | Member questions, staff review | Recommended            | Yes              |
| 5.1  | Thirty-Day Notice of Change of Monthly Rent                    | Discontinued– all forms without proof of service                | Member questions, staff review | Recommended            | Yes              |
| 5.1-SFSV                                       | Notice of Change of Terms - Rent - S.F. (Proof of Service)     | Discontinued, all San Francisco forms available on SFAA website | Member questions, staff review | Recommended            | Yes              |
| 5.1-SV   | 30-Day Notice of Change of Monthly Rent (Proof of Service)     | Clarified proof of service and instructions                     | Member questions, staff review | Recommended            | Yes              |

| Form # | Form Name  | Description of Change                                 | Reason for Change              | Mandatory for Members? | For Local Assns? |
|--------|--|---|--------------------------------|------------------------|------------------|
| 5.1-SJ | Thirty-Day Notice of Change of Monthly Rent - San Jose                     | Added and clarified proof of service and instructions | Member questions, staff review | Recommended            | Yes              |
| 5.2    | Sixty Day Notice of Change of Monthly Rent                                 | Discontinued– all forms without proof of service      |                                | Recommended            | Yes              |
| 5.2-SV | 60-Day Notice of Change of Monthly Rent (Proof of Service)                 | Clarified proof of service and instructions           | Member questions, staff review | Recommended            | Yes              |
| 5.2-SJ | Sixty Day Notice of Change of Monthly Rent - San Jose                      | Added and clarified proof of service and instructions | Member questions, staff review | Recommended            | Yes              |
| 5.3    | Notice of Change of Terms of Tenancy (Cash Payments)                       | Discontinued– all forms without proof of service      |                                | Recommended            | Yes              |
| 5.3-SV | Notice of Change of Terms of Tenancy (Proof of Service)                    | Clarified proof of service and instructions           | Member questions, staff review | Recommended            | Yes              |
| 5.4    | Change of Occupancy Addendum   | NEW FORM  | Member request                 | Yes                    | Yes              |
| 6.0    | Declaration of Service of Notice to Resident                               | Discontinued– all forms without proof of service      |                                | Recommended            | Yes              |
| 7.0    | Thirty Day Notice of Termination of Tenancy                                | Discontinued– all forms without proof of service      |                                | Recommended            | Yes              |
| 7.0-SV | Thirty Day Notice of Termination (Proof of Service)                        | Clarified proof of service and instructions           | Member questions, staff review | Recommended            | Yes              |
| 7.1    | Sixty Day Notice of Termination of Tenancy                                 | Discontinued– all forms without proof of service      |                                | Recommended            | Yes              |
| 7.1-SV | Sixty Day Notice of Term of Tenancy (Proof of Service)                     | Clarified proof of service and instructions           | Member questions, staff review | Recommended            | Yes              |
| 7.1-SD | Sixty Day Notice of Termination of Tenancy - San Diego                     | Added and clarified proof of service and instructions | Member questions, staff review | Recommended            | Yes              |
| 7.6    | Ninety Day Notice of termination of Tenancy (Foreclosure) - Month to Month | Added and clarified proof of service and instructions | Member questions, staff review | Recommended            | Yes              |
| 7.7    | Ninety Day Notice of termination of Tenancy (Foreclosure) - Lease          | Added and clarified proof of service and instructions | Member questions, staff review | Recommended            | Yes              |

| Form #               | Form Name  | Description of Change  | Reason for Change              | Mandatory for Members? | For Local Assns? |
|----------------------|--|--|--------------------------------|------------------------|------------------|
| 11.0                 | Three Day Notice to Perform Conditions                                       | Discontinued– all forms without proof of service                               |                                | Recommended            | Yes              |
| 11.0-SF              | Three Day Notice to Perform Conditions – S.F.                                | Discontinued, all San Francisco forms available on SFAA website                | Member questions, staff review | Recommended            | Yes              |
| 11.0-SV              | Three Day Notice to Perform (Proof of Service)                               | Clarified proof of service and instructions                                    | Member questions, staff review | Recommended            | Yes              |
| 11.1                 | Three Day Notice to Quit for Breach  | Discontinued– all forms without proof of service                               | Member questions, staff review | Recommended            | Yes              |
| 11.1-SV              | Three Day Notice to Quit for Breach (Proof of Service)                       | Clarified proof of service and instructions                                    | Member questions, staff review | Recommended            | Yes              |
| 16.0, 16.0-N, 16.0-S | Move In Move Out List  | Reformatted – More space to write  | Member request                 | No                     | No               |
| 16.4                 | Resident's Request for Maintenance Review                                    | NEW FORM   | Member questions               | Yes                    | Yes              |
| 16.4-S               | Resident's Request for Maintenance Review - Spanish                          | NEW FORM   | Member questions               | Yes                    | Yes              |
| 17.0, 17.0-S         | Resident Policies and Rules - House Rules                                    | Discontinued- Incorporated into Rental Agreement                               | Member questions, staff review | Recommended            | Yes              |
| 18.0, 18.0-B, 18.0-N | <b>Instructions only</b> -Itemized Disposition of Security Deposit           | Clarified process for use of estimates   | Member questions               | Recommended            | Yes              |
| 19.0                 | Twenty-Four Hour Notice to Enter Dwelling Unit                               | Clarified proof of service and instructions                                    | Member questions               | Recommended            | Yes              |
| 19.1                 | Forty-Eight Hour Notice to Enter Dwelling Unit/Premises (Initial Inspection) | Clarified proof of service and instructions                                    | Member questions               | Recommended            | Yes              |
| 19.2                 | Notice that Property is for Sale (and will be shown)                         | Clarified proof of service and instructions                                    | Member questions               | Recommended            | Yes              |
| 20.0-S               | Notice of New Owner/Agent - Spanish  | Newly translated   | Member questions               | Recommended            | Yes              |
| 21.0                 | <b>Instructions only</b> -Thirty Day Notice of Resident's Intent to Vacate   | Clarified need to also provide form 7.5 notice of right to initial inspection. | Member questions               | Recommended            | Yes              |
| 21.1                 | <b>Instructions only</b> -Acknowledgement of Resident's 30-Day Notice        | Clarified need to also provide form 7.5 notice of right to initial inspection. | Member questions               | Recommended            | Yes              |

| Form #         | Form Name   | Description of Change  | Reason for Change              | Mandatory for Members? | For Local Assns? |
|----------------|---|--|--------------------------------|------------------------|------------------|
| 21.2           | <b>Instructions only</b> -Acknowledgement of Resident's 30-Day Notice - Domestic Violence and Special Circumstances | Clarified need to also provide form 7.5 notice of right to initial inspection. | Member questions               | Recommended            | Yes              |
| 39.0           | <b>Instructions only</b> -Political Signs Addendum  | Added information about display of the American flag                           | Staff review                   | Recommended            | Yes              |
| 39.0-S         | Political Signs Addendum - Spanish  | Newly translated   | Staff review                   | Yes                    | Yes              |
| 40.0<br>40.0-S | Water Conservation Addendum   | NEW FORM   | Member request                 | Yes                    | Yes              |
| 45.0           | <b>Instructions only</b> -Notice of Non-Renewal of Lease  | Clarified need to also provide form 7.5 notice of right to initial inspection. | Member questions               | Recommended            | Yes              |
| 50SJ           | 30 Day Notice of Term of Tenancy W/ Offer to Mediate  | Added and clarified proof of service and instructions                          | Member questions, staff review | Recommended            | Yes              |
| 51SJ           | 60 Day Notice of Term of Tenancy W/ Offer to Mediate  | Added and clarified proof of service and instructions                          | Member questions, staff review | Recommended            | Yes              |
| 52SJ           | 60 Day Notice of Term of Tenancy W/ Offer to Arbitrate  | Added and clarified proof of service and instructions                          | Member questions, staff review | Recommended            | Yes              |
| 53SJ           | 90 Day Notice of Term of Tenancy  | Added and clarified proof of service and instructions                          | Member questions, staff review | Recommended            | Yes              |
| 54SJ           | 120 Notice of Term of Tenancy   | Added and clarified proof of service and instructions                          | Member questions, staff review | Recommended            | Yes              |
| 55SJ           | Notification of San Jose Rent Control Ordinance   | Reformatted form and instructions to match other CAA Addenda                   | Staff review                   | No                     | No               |