



California Apartment Association – 2018 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 members 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 Association Sales: “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
 CON – Concord
 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
 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	On-site Employee Agreement	Consistency with Rental/Lease Agreement	See 2.0, below.	Yes	Yes
2.0 2.0-REN 2.1 2.1-REN	Rental Agreement (Month-to-Month) Lease Agreement	Form and Instructions: Added flood hazard area disclosure. Revised and added provisions re: keys, renter’s insurance, payment methods after NSF/3-day notice. Clarified effective date and tenancy term. Paragraphs rearranged based on subject matter and to reduce unintentional omissions by person filling in form. Instructions: Clarified smoking prohibitions in HOAs and references to new and revised forms	New law, Member requests and questions, Staff review	Yes	Yes
4.0-B 4.0-OAK 4.0-SV	Three-Day Notice to Pay Rent or Quit	Instructions Only: Clarified and corrected service method instructions	Staff review	Yes	Yes

Form #	Form Name	Description of Change	Reason for Change	Mandatory for Members?	For Local Assns?
5.1-A 5.1-CON 5.1-SV	Thirty Day Notice of Change of Monthly Rent	Form and Instructions: Clarified and corrected service methods on Proof of Service and in instructions	Staff review	Yes	Yes
5.1-SJ	30 Day Notice of Change of Monthly Rent – San Jose	Discontinued due to change in local ordinance	Change in Law	DISCONTINUED	
5.2-CON 5.2-SV	60 Day Notice of Change of Monthly Rent	Form and Instructions: Clarified and corrected service methods on Proof of Service and in instructions	Staff review	Yes	Yes
7.0-SV 7.1-SV	Instructions Only: 30-Day Termination of Tenancy 60-Day Termination of Tenancy	Instructions Only: Clarified and corrected service method instructions	Staff review	Rec	Yes
7.1-SD	60-Day Termination of Tenancy (San Diego)	Discontinued	Staff review	CAA staff recommendation is that members consult with an attorney when terminating a tenancy that is subject to a just cause ordinance	
7.4	Premature Lease Termination Information	Changed from an “agreement” to an informational piece because purpose is to notify tenant of legal obligations	Member questions/comments	Rec	Yes
7.5	Notice of Resident Option to Request Initial Inspection	Added language from statute re: additional charges	Member Request	Rec	Yes
7.6	Instructions Only: 90-Day Notice (Foreclosure/Month to Month)	Instructions Only: Clarified and corrected service method instructions	Staff review	Yes	Yes
7.7	Instructions Only:90-Day Notice (Foreclosure/Lease)	Instructions Only: Clarified and corrected service method instructions	Staff review	Yes	Yes
11.0-SV 11.1-SV	Instructions Only: 3-Day Notice to Perform Covenants, 3-Day Notice to Quit	Instructions Only: Clarified and corrected service method instructions, added reference to new form 11.2, additional detail for filling in description of breach	Staff review	Yes	Yes
11.2-SV	Three Day Perform or Quit- Monetary Breaches	New Form	Staff	N/A	N/A
12.0-MF	Renters Insurance Addendum	Discontinued, provisions merged into rental agreement, pet addendum	Member questions, staff review	DISCONTINUED	
13.0	Pet Addendum	30-day notice provisions deleted, added duty to notify if pet no longer present, clarified that deposit goes with unit, expanded renter’s insurance provision	Member requests and questions	Rec	Yes

Form #	Form Name	Description of Change	Reason for Change	Mandatory for Members?	For Local Assns?
15.0	Pool/Spa Addendum	Included provisions re: Spas, guests to be accompanied by residents, clarified noise restrictions	Member requests and questions	Rec	Yes
18.0, 18.0-B	Itemized Disposition of Security Deposit	Added text re: statement may not include all amounts owed by resident	Member request	Rec	Yes
24.0	Resident's Service Request	Form completely revised.	Member questions and staff review	Rec	Yes
24.1	Resident's Service Request	24.1 discontinued. Combined into single form 24.0		DISCONTINUED	
32.0/32.1	Dishonored Check	Discontinued for inconsistency with recommended procedures	Staff Review	DISCONTINUED	
33	Notice of Cash Payment-Instructions only	Revised instructions – to refer to new form 33.1 and caution against requiring cash	Staff Review	Rec	Yes
33.1	Notice of Change of Payment method	New form	Member request	N/A	N/A
34.0, 34.0-S	Smoking Addendum-Instructions only	Add information about HOAs to instructions	Member questions	Rec	Yes
41.0	Guarantee of Rental Agreement-Instructions only	Added reference to new form 41.5	Staff review	Rec	Yes
41.5	Third-Party Payor Agreement	New Form	Member request and questions	N/A	N/A
60.0	Assistive Animal Packet	Remove statutory definitions, revise for consistency with pet addendum and new live in aide forms, add additional field to document specific person for whom the accommodation is requested	Staff Review	Rec	Yes
60.1	Assistive Animal Addendum	Same as 60.0	Staff Review	Rec	Yes
63.0	Storage Addendum	Clarification/revision for consistency with new form 63.5	Member Request	Rec	Yes
63.5	Parking Area/Garage Addendum	New Form	Member Request	N/A	N/A
64.0	Long-Term Guest Addendum	Added Guest identification, use of facilities with resident	Member Request	Rec	Yes
65.0	Live-In Aide Packet	New Form	Member Request	N/A	N/A
65.1	Live-In Aide Addendum	New Form	Member Request	N/A	N/A
66.0	Water Submetering Addendum	New Form	New Law	N/A	N/A
Lead1	Lead Disclosure	Added number to form, created instructions sheet to supplement EPA information	Member Request	Rec	Yes