

CITY OF BERKELEY
RENT STABILIZATION BOARD
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 E-MAIL: rent@ci.berkeley.ca.us INTERNET: www.ci.berkeley.ca.us/rent/

**REQUEST TO IMPLEMENT PRELIMINARILY
 APPROVED CAPITAL IMPROVEMENT INCREASES**

Petition No. L- _____ Property Address _____

If any new tenancies have commenced since the petition was filed, and on or after January 1, 1999, state the unit designation, date tenancy began, and initial rental rate:

Unit	Date Tenancy Began	Initial Rent

Hearing Examiner _____

The decision on the above petition granted preliminary approval of rent adjustments for planned capital improvements based upon their estimated costs. These improvements have now been completed and documentation of actual cost and payment is attached.

CAPITAL IMPROVEMENT	DATE COMPLETED	ACTUAL COST

The tenants have fifteen (15) days from the date of mailing on the attached proof of service to challenge the rent adjustments on the basis of the cost, completion or quality of the work, or to report a new, post-January 1, 1999 tenancy that is not listed above. Any challenge must be in writing, and include the petition number, property address, Hearing Examiner's name and a completed proof of service showing the landlord was sent a copy. If no challenge is timely filed and sufficient documentation has been submitted, a decision calculating the rent increase will be issued administratively.

For further information regarding this Request, Rent Stabilization Board counselors are available in person or by telephone Mondays, Tuesdays, Thursdays and Fridays, 9:00 a.m. to 4:45 p.m., and Wednesdays, 12:00 noon to 6:30 p.m. Consult the Board's website for general information.