



**Rent Stabilization Board**

May 22, 2015

Dear Property Owner:

**Important Reminder**

The Rent Board expects to provide a method for online payment of registration fees by the fall of 2015. We also continue to communicate with property owners via e-mail regarding important updates and notifications. Last November, we used e-mail to provide advanced notice of the 2015 AGA. **If you have not already done so, please provide your e-mail address and phone number on the enclosed Unit Status Form.**

Enclosed is the 2015/16 registration material for Berkeley residential rental units. This material includes a billing statement, fact sheet, return envelope, and a Unit Status Form with instructions.

The Berkeley Rent Board has determined that the fee for the 2015/2016 registration year is **\$213** for each unit covered by the Rent Stabilization Ordinance. This represents the agency's first registration fee increase since 2009, and is **less than the increase in inflation since that year**. The Rent Board has worked hard for the past six years to maintain a level registration fee while at the same time providing improved services; and although staff levels have not increased and benefits have not changed, associated costs continue to rise. For **units where the tenancy commenced prior to January 1, 1999**, the Board has again authorized a direct pass-through of the portion of the registration fees not already included as part of AGA's approved between 1980-2005. The pass-through may be taken after proper notice and under certain conditions (see reverse side of this letter).

**Registration fees are due no later than Wednesday, July 1, 2015.** The Rent Stabilization Ordinance requires that **payments not received in the Rent Board Office or postmarked by the due date will be assessed a 100% penalty.** Please return the bottom half of the billing statement with your payment in the enclosed return envelope on or before July 1<sup>st</sup>. Our offices will be open from 9:00 a.m. to 6:30 p.m. on Wednesday, July 1, 2015.

The billing statement is based on the most recent information provided to our office. Please review the enclosed Unit Status Form carefully. If any information on this form is incorrect, cross it out and write the correct information directly on the form. Please see the enclosed sample. **If a prior year's fee or late penalty appears on your statement, it is important to resolve this account immediately.** An outstanding balance may adversely affect your eligibility to impose Annual General Adjustment increases or to effectuate an eviction for any unit on the property and may result in a collection action.

You may pay by check, cash or credit card. To charge registration fees to your MASTERCARD or VISA fully complete the credit card section of the billing statement and provide your daytime telephone number, the V-Code (the last three numbers on the signature line on the back of your credit card) and credit card billing address zip code. **If you do not provide the V-Code or any of the other required credit card information by the due date, your payment may be late and subject you to a 100% penalty.**

If you have any questions concerning the enclosed bill, please call our Registration Unit at (510) 981-7368.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jay Kelekian'.

Jay Kelekian  
Executive Director