



Rent Stabilization Board

May 25, 2018

Dear Property Owner:

Enclosed is the 2018/2019 registration material for Berkeley residential rental units. This material includes a billing statement, return envelope, and a Unit Status Form with instructions.

The Berkeley Rent Board has determined that the fee for the 2018/2019 registration year has been reduced by 7.5% to **\$250** for each unit covered by the Rent Stabilization Ordinance.

The Rent Board is pleased to announce that starting in early June 2018, property owners may fully register their properties online by going to www.cityofberkeley.info/rent/ and clicking on "2018/2019 Registration Information." In addition to online payment, owners and agents who are designated as the property's billing contact may create a user account, register new tenancies (i.e., file a Vacancy Registration Form), register formerly exempt units, and claim exemptions. This will allow for immediate adjustment of bills and full payment from the convenience of your home or office. Once you have created a user account, you will also be able to register tenancies throughout the year, resulting in real-time rent ceiling adjustments.

In order to take advantage of the Rent Board's new online registration option, property owners must have first provided a valid email address to this agency. You will not be allowed to create a user account if the Rent Board does not have your email address on file. If you are unsure as to whether your email address has been provided to our office, please do not hesitate to contact the Rent Board at (510) 981-7368 (RENT), and ask for the Registration Unit. You may also email our office to confirm this information at RSBRequest@cityofberkeley.info.

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 in the Annual General Adjustments granted since 2005. The amount of the pass-through is \$10.00 per month and assures that even long-term tenants continue to bear their share of registration fee increases. The pass-through may be taken only after proper notice and under certain conditions (see enclosed instructions and sample notice).

Registration fees are due no later than Monday, July 2, 2018. The Rent Stabilization Ordinance requires that **payments not received by the Rent Board 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 2nd. Our regular office hours are Mondays, Tuesdays, Thursdays and Fridays, from 9:00 a.m.-4:45 p.m.; and Wednesdays from noon-6:30 p.m. **Our offices will be open from 9:00 a.m.-6:30 p.m. on Monday, July 2, 2018.**

The enclosed billing statement is based on the most recent information provided to our office. While online registration is now an option, you may also make changes to your units' status using the enclosed Unit Status Form. Please review the form carefully; if any information is incorrect, cross it out and write the correct information directly on the form. Please see the enclosed sample.

Online Registration Available in Early June!

You may fully register your property and pay the 2018/2019 fee online. Go to our website at www.cityofberkeley.info/rent/.

Also: Join our Constant Contact mailing list to receive real-time updates on registration fees, AGAs, workshops, and other important information.

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.

As always, if you wish to pay your bill in person or by U.S. mail, you may submit your payment using check, cash or credit card. To charge registration fees to your MASTERCARD or VISA, complete the credit card section of the billing statement and provide your phone number, V-Code (the last three numbers on the back of your credit card) and credit card billing address zip code.

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

Sincerely,



Jay Kelekian
Executive Director

HOW TO REGISTER ONLINE – JUNE 2018

- ✓ Go to www.cityofberkeley.info/rent/ and click on the “Landlord Information” icon at the top of the page. Click on the “**Register Online**” button on the right-hand side of the “Landlords” page.
- ✓ **Create a user account using the billing code(s) from the enclosed billing statement(s).** You will not be able to create an account if you have not first provided an email address to the Rent Board. If you are not sure whether the Rent Board has your email address on file, you can call our office at (510) 981-7368 and ask for the Registration Unit. You may also email the Registration Unit at RSBRequest@cityofberkeley.info.
- ✓ Use “**Manage Profile**” to update your mailing and contact information.
- ✓ Use “**Register New Tenancy**” to register a new tenancy (i.e., file a Vacancy Registration Form).
- ✓ Use “**Update Unit Status**” to register a formerly exempt unit or claim an exemption. Similar to claims made through our standard forms, all exemptions claims made online will be verified by Rent Board staff.
- ✓ **Add property (or properties) to your cart for registration payment.**
- ✓ **Pay either your bill in full (fees and any penalties that are due), or just the registration fees that are due.** You will receive confirmation of payment and your receipt number(s) by email.

KEY REGISTRATION REMINDERS

- ✓ Registration fees must be **paid in full by July 2, 2018** or a **100% penalty** will be assessed.
- ✓ All units that are **rented or available for rent on July 1, 2018, must be registered** by July 2nd.
- ✓ **Accurate and updated Vacancy Registration data is required.** The Ordinance requires that for a property to be in compliance with registration requirements, owners must register any new tenancy by filing a Vacancy Registration Form within 15 days, even if the rent has not changed. If a tenancy is unreported, you must file a Vacancy Registration Form immediately. Failure to register a tenancy will result in the property being deemed out of compliance with the registration requirements of the Berkeley Rent Ordinance.
- ✓ **Properties not in full compliance** with registration requirements for all units **are not eligible to implement any rent ceiling increases** for any unit on the property. Non-compliance may also be used as a defense in an eviction action.