



Rent Stabilization Board

May 15, 2020

Dear Property Owner:

Enclosed is the 2020/2021 registration material for Berkeley residential rental units. This material includes a billing statement, return envelope, and a Unit Status Form.

The Berkeley Rent Board adopted a fee of **\$250** for the 2020/2021 registration fee for each unit covered by the Rent Stabilization Ordinance. This is the same fee as last year and is due no later than **Wednesday, July 1, 2020.**

Due to the Shelter in Place order issued by the Berkeley Health Officer as a result of the novel coronavirus COVID-19, the office of the Rent Board will be closed until at least May 31, 2020. The office will reopen when the Berkeley Health Officer deems it safe to do so. Property owners should continue to check the City of Berkeley's website at www.cityofberkeley.info for updates on the Shelter in Place order. The Shelter in Place order does not affect the requirement to register.

Property owners can pay their registration fees in the following ways:

- 1) **U.S. mail.** Owners who choose to pay by U.S. mail must pay by check only. Please note that the City of Berkeley does *not* accept credit card information by U.S. mail. Payments postmarked by July 1, 2020, will be considered timely.
- 2) **Online registration.** Owners who wish to pay the fee via credit card or e-check may do so using the Berkeley Rent Board's online registration option. Go to the Rent Board's website at www.cityofberkeley.info/rent/ and choose the purple "Register Online" button. 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. For most owners, online registration is the easiest way to keep their properties properly registered.

In order to take advantage of the Rent Board's 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 we have your email address, please contact our office at RSBRequest@cityofberkeley.info. You may also call our office and leave a message at 510-981-RENT (7368).

Registration fees are due no later than Wednesday, July 1, 2020. The Rent Stabilization Ordinance imposes a **100% penalty** on all units for which payment is not received by the Rent Board or postmarked by the due date. The Shelter in Place order does not affect this deadline. Please return the bottom half of the billing statement with your payment in the enclosed return envelope on or before July 1st.

Register Online!

You may fully register your property and pay the 2020/2021 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.

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).

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.

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 and may result in a collection action. Failure to pay registration fees may also limit your ability to evict tenants on the property.

If you have any questions concerning the enclosed bill, please call our office at (510) 981-7368 (RENT) and leave a message; you may also email RSBRequest@cityofberkeley.info. Registration staff will return your call/email promptly. Please be sure to state that you are calling in regard to the billing statement and to provide the property address that you are inquiring about.

Sincerely,



Matt Brown
Acting Executive Director

HOW TO REGISTER ONLINE

- ✓ Go to www.cityofberkeley.info/rent/ and click on the purple "**Register Online**" button on the right-hand side of the page.
- ✓ **Log in or 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 (RENT) and leave a message 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.