March 6, 2015

Dear Property Owner:

Enclosed is a Notice of Apparent Lawful Rent Ceiling for your property. In most cases, this Notice is similar to the Notice you received in October of last year except that it has been updated, where applicable, to include the 2015 Annual General Adjustment. We are mailing a similar Notice directly to your tenants.

In addition to the Apparent Lawful Rent Ceilings for each covered unit, this Notice may also provide: 1) the number of bedrooms; 2) the number of occupants permitted within the rent ceiling; 3) the start date of the current tenancy; and 4) the housing services included in the rent ceiling.

This Notice is not a binding determination. The information in the Notice is based on the Rent Stabilization Board’s records, which are generally very reliable but may not be complete or current. If you have questions or need assistance with the information in the Notice, please do not hesitate to contact a housing counselor at (510) 981-7368.

If information in the Notice is incorrect because a new tenancy was not reported, you must file a signed Vacancy Registration Form (VR) for each unreported new tenancy. VR forms are available in our office, by mail and from our website.

If information in this Notice is incorrect because one or more units are rented under the Housing Choice Voucher Program (Section 8) or Shelter Plus Care and exempt from rent ceiling controls, please complete an Amended Registration Statement. You may request an Amended Registration Statement in person or by mail or fax. If you believe the information is incorrect for some other reason, you may use the Rent Ceiling Correction Form on our website under “Check Rental Unit Status and Rent Ceiling” or contact one of our housing counselors by telephone, mail, e-mail or fax.

Completed VR forms and other corrections may be mailed to us at the address below or faxed to us at (510) 981-4910. The Board’s web address is www.cityofberkeley.info/rent, and our e-mail address is rent@cityofberkeley.info.

Sincerely,

Jay Kelekian
Executive Director
IMPORTANT REMINDERS FOR PROPERTY OWNERS

Register Rental Units
All rental units covered by the Ordinance should be registered annually by July 1. If registration fees are not paid on time, the penalty is 100%. If you rent out a unit that was formerly exempt, then you must register the unit within 60 days of the date that the unit became covered by the Ordinance.

Increase Rents Lawfully
Rents can be increased annually according to the Annual General Adjustment (AGA). In most cases rents can be raised by the AGA amount on January 1st of each year, after the landlord serves the tenant with a 30-day notice of rent increase. The AGA for 2015 is 2.0%.

Be Careful When Considering Eviction
Landlords must cite one of the “good causes for eviction” listed in the Berkeley Rent Ordinance in order to evict a tenant. (Some examples of situations that are NOT good causes for eviction include the mere expiration of a lease, sale of the property, and foreclosure.) Call a Rent Board housing counselor if you are considering eviction.

Pay Interest on Security Deposit
Landlords must pay interest on tenants’ security deposits by the end of each calendar year at the rate published on the Berkeley Rent Board’s website.

Upcoming Landlord Seminars and Workshops for 2015

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
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<tbody>
<tr>
<td>March 16, 2015</td>
<td>6:00 pm – 7:30pm</td>
<td>Berkeley Public Library, 2900 Kittredge St., 3rd floor Community Meeting Room</td>
<td>Evictions in Berkeley: A Workshop for Berkeley Landlords  This informative workshop addresses both state and local rules, and presents a great opportunity for Q &amp;A with an expert on eviction laws in Berkeley.</td>
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<tr>
<td>April 15, 2015</td>
<td>5:15 pm – 6:15 pm</td>
<td>2125 Milvia St. in Berkeley</td>
<td>Landlord/Tenant Seminar: Security Deposits  A Berkeley Rent Board housing counselor will offer a comprehensive overview of state and local requirements for security deposit use and return.</td>
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<td>May 1, 2015</td>
<td>Noon – 1:00 pm</td>
<td>2125 Milvia St. in Berkeley</td>
<td>Landlord in Berkeley 101  A crash course on owning rental property in Berkeley, surveying registration, rent regulation, security deposit interest and eviction.</td>
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<td>May 20, 2014 &amp; August 12, 2015</td>
<td>5:15 pm – 6:15 pm</td>
<td>2125 Milvia St. in Berkeley</td>
<td>Landlord in Berkeley 101  A crash course on owning rental property in Berkeley, surveying registration, rent regulation, security deposit interest and eviction.</td>
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<tr>
<td>September 8, 2015</td>
<td>6:00 pm – 7:30 pm</td>
<td>Berkeley Public Library, 2900 Kittredge St., 3rd floor Community Meeting Room</td>
<td>Owning Rental Property in Berkeley  Great workshop for both new and longtime Berkeley property owners. This course addresses registration, rent regulation, eviction, security deposits, habitability, conflict resolution and more!</td>
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<tr>
<td>September 25, 2015</td>
<td>Noon – 1:00 pm</td>
<td>2125 Milvia St. in Berkeley</td>
<td>Landlord in Berkeley 101  A crash course on owning rental property in Berkeley, surveying registration, rent regulation, security deposit interest and eviction.</td>
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<td>October 14, 2015</td>
<td>5:15 pm – 6:15 pm</td>
<td>2125 Milvia St. in Berkeley</td>
<td>Landlord Rights &amp; Responsibilities: Evictions  A Rent Board Legal Staff member will address eviction rules in Berkeley.</td>
</tr>
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</table>
March 4, 2015

Dear Tenant:

Enclosed is a Notice of Apparent Lawful Rent Ceiling for your unit. This Notice may include:
1) the number of bedrooms; 2) the number of occupants permitted within the rent ceiling; 3) the start date of the current tenancy; and 4) the housing services included in the rent ceiling.

This Notice is informational and is not a formal, binding determination. The Notice is based on the Rent Stabilization Board’s records, as reported by the owner. The Board’s records are generally very reliable. Nevertheless, they may contain clerical errors, omissions, or be out of date because pertinent information was not provided and, therefore, should be reviewed for accuracy.

If the start date of the tenancy is correct and you are paying more than the amount indicated, you may be entitled to a refund of the excess.

If the start date of the tenancy or other information is incorrect, we recommend that you speak with one of our housing counselors at (510) 981-7368. For most tenancies that began after January 1, 1999, the initial amount negotiated becomes the lawful base rent for the duration of that tenancy. Increases above that base rent are controlled by the Rent Stabilization Board.

If the information is inaccurate, you can help protect your rights by correcting it. Corrections written on this Notice can be mailed or faxed to us. Please also provide some form of evidence, such as a written lease agreement with the correct rental amount, which shows the information on the Notice is incorrect. You can also use the Rent Ceiling Correction Form on our website at www.cityofberkeley.info/rent, under “Check Rental Unit Status and Rent Ceiling” or e-mail us at rent@cityofberkeley.info. Please be sure to include the street address and unit number.

Sincerely,

Jay Kelekian
Executive Director
Know Your Rights!

**Tenants and subtenants are subject to rent ceilings**
When a tenant leases or rents an entire unit from a landlord and sublets portions of the premises to other residents, that tenant becomes a master tenant. The total rent collected by the master tenant shall not exceed the lawful rent ceiling for that unit (Berkeley Rent Board Regulation 1003). If the master tenant collects rent in excess of the unit’s rent ceiling, then that tenant shall be responsible for all overcharges to subtenants. If subtenants suspect that they are paying more rent than the lawful rent ceiling for a rental unit, then they should call a Rent Board housing counselor.

**You have a right to habitable housing**
Under California Civil Code 1941.1, all residential rental units must have the following: effective weather and waterproofing; adequate heating facilities; working plumbing and gas facilities; hot and cold running water; working electric wiring systems; floors, stairways, and railings in good repair; a building free of trash, rodents, and vermin; and adequate trash receptacles. If you have difficulty getting your landlord to make necessary repairs, you can request an inspection from the Housing Department by calling (510) 981-5444; or call a Berkeley Rent Board housing counselor at (510) 981-RENT for more information on your rights and remedies.

**Watch for automatic renewal clauses**
These clauses in leases automatically renew the lease for the same term, unless the tenant provides a notice of intent to quit 30 days ahead of the original expiration date. Look at your lease to determine if yours has this clause, and call the Berkeley Rent Board at 510-981-RENT if you have any questions.

**Unilateral lease changes not allowed**
A landlord may not unilaterally change the terms of tenancy under Civil Code Section 827 and then evict the tenant for violation of the changed term unless the tenant has expressly agreed to it. An express agreement must be in writing, signed by both parties, and the tenant must have knowingly consented to the change. Review all new leases in their entirety before signing.

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**Upcoming Tenant Seminars and Workshops for 2015**

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<td>Berkeley Public Library, 2900 Kittredge St., 3rd floor Community Meeting Room</td>
<td><strong>Tenants’ Rights Workshop</strong> Tenant in Berkeley? You have rights! Let a Rent Board Housing Counselor walk you through local regulations on rent regulation, “good cause for eviction” protections, security deposit interest, and property registration.</td>
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<td>October 27, 2015</td>
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<td>Berkeley Public Library, 2900 Kittredge St., 3rd floor Community Meeting Room</td>
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