



Rent Stabilization Board

## **RENT STABILIZATION BOARD**

DATE: January 19, 2017  
TO: Honorable Members of the Rent Stabilization Board  
FROM: Jay Kelekian, Executive Director  
SUBJECT: Request for waiver of late registration penalties

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### **Recommendation:**

That the Board approve the attached recommendations.

### **Background and Need For Rent Stabilization Board Action:**

The Board's penalty waiver process is governed by Regulations 883, 884 and 885. Regulation 883 lists the grounds for administrative waivers. In accordance with Regulation 884, the Executive Director reviews waiver requests that do not meet the criteria for an administrative waiver. Regulation 884 lists 12 categories, which will require a review of the totality of the circumstances by the full Board prior to granting any waiver request. Waivers that require a review of the totality of the circumstances are listed below as "Discretionary Waiver." If none of the 12 listed categories apply to the property, the waiver shall be granted/denied in a ministerial manner, based upon the formula outlined in Regulation 884(C). The Board may only alter these ministerial waivers if staff has incorrectly applied the criteria listed in Regulation 884 (B)(1-12).

**Ministerial Waivers**

In accordance with Regulation 884, the Executive Director reviews waiver requests that do not meet the criteria enumerated in Regulation 883. The following waiver request will be decided ministerially, unless the Board has reason to believe the underlying basis of the recommended assessment is inappropriate.

| Waiver       | Property Address    | Owner       | Penalty Assessed | Penalty Waived | Penalty Imposed |
|--------------|---------------------|-------------|------------------|----------------|-----------------|
| 4607         | 3122 College Avenue | Jill Ratner | \$200            | \$160          | \$40            |
| 4609         | 1344 Hearst Avenue  | Larry Wong  | \$234            | \$187          | \$47            |
| <b>TOTAL</b> |                     |             | <b>\$434</b>     | <b>\$347</b>   | <b>\$87</b>     |

**Financial Impact: Ministerial Waivers**

Approval of Executive Director's recommendations will decrease the Board's current accounts receivable by **\$347**.

**Name and Telephone Number of Contact Person:**

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Rent Stabilization Board  
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