

**CITY OF BERKELEY**  
**RENT STABILIZATION BOARD**  
2125 Milvia Street, Berkeley, CA 94704  
TEL: (510) 981-7368 (981-RENT) TDD: (510) 981-6903 FAX: (510) 981-4940  
E-MAIL: rent@ci.berkeley.ca.us INTERNET: www.ci.berkeley.ca.us/rent/

**INSTRUCTIONS FOR FILING LANDLORD IRA PETITION FOR INCREASED OCCUPANCY (ADDITIONAL TENANTS)**  
**Regulation 1270**

A landlord is entitled to a 10% rent ceiling increase for each additional tenant above the **base occupancy level**, i.e., the highest number of tenants allowed by the rental agreement or actually occupying the unit as a principal residence with the landlord's knowledge, on the **base occupancy date**. For tenancies that began before January 1, 1999, the base occupancy date is June 1, 1979-May 31, 1980. For tenancies that began on or after January 1, 1999, the base occupancy date is the inception of the tenancy, and the base occupancy level includes any tenant considered an original occupant under Regulation 1013(O)(5). If the additional tenant is a spouse, registered domestic partner, child or parent of an original tenant, the increase will be granted only if the original tenant(s) agrees in writing.

You may find it helpful to review Section 12 of the Rent Stabilization Ordinance and Chapter 12 of the Rent Board Regulations prior to filing a petition. Copies of the Ordinance and Regulations are available at the Rent Board's office, the Berkeley Public Libraries and on the Internet (<http://www.ci.berkeley.ca.us/rent/>). Rent Board counselors are available to answer questions about the petition process, in person or by telephone at the number listed above, Mondays, Tuesdays, Thursdays and Fridays, 9:00 a.m. to 4:45 p.m., and Wednesdays, 12:00 p.m. to 6:30 p.m.

To obtain a rent increase for increased occupancy, you must mail or bring the following items to the above address:

1. A completed petition signed by the owner;
2. A copy of all the supporting documentation (see below); and
3. A proof of service stating that each affected tenant was served a copy of the petition and documentation either by first-class mail or in person.

A completed proof of service is required each time documents related to the petition are filed.

**Supporting Documentation** must show the base occupancy level. Documentation of the June 1, 1979-May 31, 1980 occupancy level includes, but is not limited to: a lease, a ledger entry identifying the tenants by name, voter registration records. A landlord with personal knowledge of the base occupancy level may submit a declaration, under penalty of perjury. Absent contradictory evidence, a declaration is sufficient to establish a base occupancy level that is at least one tenant per bedroom. If no documentation is available, you should explain why it would be appropriate to use another occupancy period and provide evidence of that period's occupancy level. Documentation of a post-January 1, 1999 tenancy's base occupancy level includes, but is not limited to, a copy of the lease agreement.

**AFTER A PETITION IS FILED**

Unless a signed Agreement of Parties or Waiver of Right to Hearing (copy attached) is submitted, the Board will mail a Notice of Right to Object to each affected tenant, who has 20 days from the date the notice is mailed to file an objection to the petition. **(Petitions submitted with an Agreement of Parties must still include a proof of service indicating that all affected tenants were served with a copy of the petition.)** If a timely objection is filed, the petition will be scheduled for a settlement conference and hearing. Notice of the time and place of hearing will be mailed to all parties no later than ten days before the scheduled hearing date. If no objection is filed or if each affected tenant signs a waiver of the right to a hearing, an administrative decision will be issued based on the petition, supporting documentation and the Board's records.

**Filing an incomplete petition will delay processing.**

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PETITION NO. L- \_\_\_\_\_

**LANDLORD PETITION FOR INDIVIDUAL RENT ADJUSTMENT  
 FOR INCREASED OCCUPANCY  
 Regulation 1270**

**1. Landlord information:** (An owner of record **must** sign the certification on the last page.)

A. Landlord's Name \_\_\_\_\_ Mailing Address \_\_\_\_\_  
 \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

B. Name of Representative (if any) \_\_\_\_\_ Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

**2. Property information:**

Property Address \_\_\_\_\_ Zip \_\_\_\_\_

Are any petitions for this property currently pending? Yes \_\_\_\_\_ No \_\_\_\_\_ Unknown \_\_\_\_\_

Total number of residential units on property, including exempt and owner-occupied units: \_\_\_\_\_

For all units for which increases are requested, list the unit designations, the names of all tenants in the unit, the beginning date of the tenancy, and the **current** rent being charged. (Rent increases can be granted only for units that are currently registered, i.e., not exempt.) Attach additional sheets if necessary.

Unit No.	Current Tenants (even if not on lease)	Date Tenancy Began	Current Rent



**3. Increase in Number of Tenants:** Please provide the information requested in the chart below.

Explanatory remarks:

- 3 - June 1, 1979-May 31, 1980 for pre-January 1, 1999 tenancies; the beginning date of the current tenancy for post-January 1, 1999 tenancies.
- 4 - Maximum number of tenants allowed or occupying the unit as their principal residence on the base occupancy date.
- 5 - Number of tenants currently occupying the unit as a principal residence.
- 6 - Permanent rent ceiling on the date that petition is filed.
- 7 - Rent increase requested (e.g., 10% for one additional tenant, 20% for two, etc.).

1 Unit No.	2 Number of Bedrooms	3 Base Occupancy Date	4 Base Occupancy Level	5 Current Occupancy Level	6 Permanent Rent Ceiling	7 Rent Increase Requested

**4. Supporting Documentation:**

Indicate the document(s) submitted.

- Pre-1999 lease, rental agreement or ledger
- Declaration of personal knowledge regarding 1979-1980 occupancy level
- Post-1999 lease or rental agreement

If no documentation is available, explain why it is appropriate to use another occupancy period:

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and submit evidence of that period's occupancy level.

**Note:** If the additional tenant is a spouse, registered domestic partner, child or parent of an original tenant, an increase will be granted **only** if the original tenant(s) agree in writing to the increase.

**5. Certification:** (Must be signed by an owner of record.) Each unit included in this petition has been properly registered for at least 30 days and is in compliance with the Ordinance, Regulations and applicable state and local housing, building, health and safety codes. I declare under penalty of perjury of the laws of the State of California that the information in this petition and in all schedules, attachments and forms is true and correct to the best of my knowledge and belief.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_

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Petition No. L- \_\_\_\_\_

**AGREEMENT OF PARTIES/WAIVER OF RIGHT TO A HEARING**

Property Address: \_\_\_\_\_ Unit No. \_\_\_\_\_  
*(Use a separate form for each unit)*

**(This box must be checked for the agreement or waiver to be valid.)** I have received a copy of the petition and supporting documentation, and have no objections to the requested rent ceiling increases. I am satisfied that my unit is in habitable condition.

**AGREEMENT OF PARTIES**

Assuming the landlord is eligible for a rent ceiling increase in the amount requested:

- We agree to a maximum increase of \$ \_\_\_\_\_.
- We agree to an implementation of the increase different from that authorized by the Regulations; specifically: \_\_\_\_\_
- I (tenant) waive my right to the phase-in of increases as provided in Regulation 1274(B). *(Rent ceiling increases for increased occupancy are not subject to a phase-in.)*

**Note: An agreement that does not conform to the Ordinance and the Regulations will not be approved.**

**WAIVER OF RIGHT TO HEARING**

- I give up my right to a hearing** and understand that if all the affected tenants waive their right to a hearing or fail to file an objection, a decision may be issued without a hearing and be based on the petition, supporting documentation and the Board's records.
- Furthermore, I waive my right to the phase-in of increases under Regulation 1274(B). *(Rent ceiling increases for increased occupancy are not subject to a phase-in.)*

**CERTIFICATION:** I declare under penalty of perjury under the laws of the State of California that the above assertions are made voluntarily and without financial or other inducement.

\_\_\_\_\_  
 LANDLORD SIGNATURE

\_\_\_\_\_  
 PRINTED NAME

\_\_\_\_\_  
 DATE

\_\_\_\_\_  
 TENANT SIGNATURE

\_\_\_\_\_  
 PRINTED NAME

\_\_\_\_\_  
 DATE

\_\_\_\_\_  
 TENANT SIGNATURE

\_\_\_\_\_  
 PRINTED NAME

\_\_\_\_\_  
 DATE

\_\_\_\_\_  
 TENANT SIGNATURE

\_\_\_\_\_  
 PRINTED NAME

\_\_\_\_\_  
 DATE

\_\_\_\_\_  
 TENANT SIGNATURE

\_\_\_\_\_  
 PRINTED NAME

\_\_\_\_\_  
 DATE

**PROOF OF SERVICE**

I AM A RESIDENT OF \_\_\_\_\_ COUNTY AND WAS, AT THE TIME OF SERVICE, OVER  
EIGHTEEN YEARS OF AGE. ON \_\_\_\_\_ (DATE), I SERVED ONE COPY OF THE  
FOLLOWING DOCUMENT(S): \_\_\_\_\_

BY: (CHECK APPROPRIATE BOX)

**DELIVERING THE DOCUMENTS IN PERSON TO THE FOLLOWING INDIVIDUAL(S):**  
[PRINT NAME OF EACH PARTY SERVED:]

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PLACING THE DOCUMENTS, ENCLOSED IN A SEALED ENVELOPE WITH FIRST-CLASS POSTAGE  
FULLY PAID, INTO A U.S. POSTAL SERVICE MAILBOX, ADDRESSED AS FOLLOWS:**  
[PRINT NAME AND ADDRESS AS SHOWN ON ENVELOPE OF EACH PARTY SERVED:]

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**I DECLARE UNDER PENALTY OF PERJURY OF THE LAWS OF THE STATE OF CALIFORNIA THAT THE  
FOREGOING IS TRUE AND CORRECT.**

\_\_\_\_\_  
(SIGNATURE)

\_\_\_\_\_  
(DATE)

\_\_\_\_\_  
(PRINTED NAME)