



City of East Palo Alto
Office of the City Manager
Rent Stabilization Program
2415 University Avenue, 2nd floor
East Palo Alto, CA 94303
Tel: 650-853-3157 Fax: 650-853-3115
rentprogram@cityofepa.org

Request for Waiver of Penalty Fees

The East Palo Alto Rent Stabilization Ordinance, approved by voters in 2010, requires landlords of nonexempt rental properties to report registration information and pay registration fees. Section 8 of the Ordinance states:

- **ANNUAL REGISTRATION STATEMENTS.** All landlords subject to the provisions of this Ordinance shall file with the Board an annual registration statement for all rental units that they own in the City by January 1, 2011 and each year thereafter.
- **REGISTRATION FEE.** There shall be an annual registration fee per unit, set by the Board in accordance with Section 7.D.2 of this Ordinance, which shall be paid at the time that an annual registration statement is due to the Board each year.
- **PENALTIES.** Every annual fee and registration statement required by this Ordinance which is delinquent shall be subject to delinquency fees in accordance with Regulations adopted by the Board.
- **WAIVER OF PENALTY.** In accordance with its rules and regulations and with applicable state laws, the Board shall waive penalties or fees in those cases where a landlord who had not been in substantial compliance with the registration requirements of this Ordinance, but who had made a good faith attempt to comply, enters into substantial compliance by filing a registration statement, paying necessary fees, and fulfilling any other requirement of this Ordinance and rules and regulations adopted pursuant to this Ordinance.

No rent increases pursuant to Sections 10 and 12 of the Rent Stabilization Ordinance shall be effective for any rental unit for which a registration fee or late payment penalty is due and unpaid. The Rent Stabilization Regulations allow for a waiver of penalties for failure to pay registration fees on time and for failure to provide registration statements on time when a good faith attempt to comply has been demonstrated.

Penalties for Failure to Pay Registration Fees on Time: For registration payments received after March 31 the penalty is equal to 100% of the delinquent fee. An additional penalty equal to 100% of the delinquent fee is added for each additional three months that the payment remains delinquent.

Penalties for Failure to File Registration Statements on Time: A landlord who fails to file an initial registration statement, as required, on or before January 31, 2011 is liable for a fee of \$25.00 per unit. The Board shall send a notice informing landlords of any rental units that remain unregistered and of penalties for continuing failure to comply with the registration requirement. If the landlord fails to submit an initial or annual registration form within 30 days after receipt of a notice that further penalties may be assessed, an additional late processing fee of \$50.00 per unit shall be assessed for each additional 60 days that the landlord does not make a good faith effort to comply with registration statement requirements.

Process to Seek Waiver of Penalties Due: To seek a waiver, complete the Request for Waiver of Penalty Fee form and return it to the Rent Stabilization Program Office at the above address. Explain all of the circumstances for your failure to fully register units and/or to pay all required registration fees and penalties in a timely manner. Also submit any supporting evidence to substantiate your good faith efforts to comply with the Rent Stabilization Ordinance and regulations adopted by the Rent Board. Attach additional pages if needed for your explanation.

Date Received: _____

**City of East Palo Alto
Request for Waiver of Penalty Fees**

Name of Petitioner: _____

Phone/Email: _____

Mailing Address: _____

Waiver requested for property located at: _____

Provide explanations below of the circumstances to support your petition for waiver of penalties for noncompliance with deadlines for registration statements and/or payment of registration fees.

Circumstances warranting waiver of penalty for failure to pay registration fees on time:

Circumstances warranting waiver of penalty for failure to file registration statements on time:

I hereby declare under penalty of perjury under the laws of the State of California that all the information in this Request for Waiver of Penalty form is true and correct.

Signature

Date