



City of East Palo Alto
Rent Stabilization Program
2415 University Avenue, 2nd Floor
East Palo Alto, CA 94303
Tel: (650) 853-3114 / Fax: (650) 853-3115
rentprogram@cityofepa.org

VIA U.S. MAIL

November 28, 2023

To: Owners, landlords and managers of residential rental properties in East Palo Alto

Subject: Annual Program Fees Are Due on January 2, 2024 For The Program Year 2023-24

East Palo Alto's Rent Stabilization and Just Cause for Eviction Ordinance of 2010 requires landlords properly register their rental properties. It also requires landlords pay an annual program fee by the first business day of January each year. The Rent Stabilization Board has recently set the annual registration fee per unit for the period July 1, 2023 to June 30, 2024 at **\$234.00** for each non-exempt rental unit.

Please complete the enclosed "2024 Program Fee Statement" and submit your payment with the completed Fee Statement no later than Tuesday, January 2, 2024. Any required registration statements for regulated rental units must also be submitted by January 2, 2024. For your reference, additional information about the Rent Stabilization Ordinance requirements and forms for various purposes may be accessed on the City's website under Landlords at: www.ci.east-palo-alto.ca.us/rentprogram

Timely Payment of Annual Program Fees and Filing Required Registration Statements is Required.

Section 600.Q of the Regulations adopted by the Rent Stabilization Board states:

Compliance with Registration Requirements

A rental unit is properly registered in accordance with Section Eight of the Rent Stabilization Ordinance if the landlord or landlord's representative has:

1. Completed and filed with the Board the initial registration statements, all required annual registration statements, and all required vacancy registration statements for any tenancies in the covered rental units;
2. Paid to the City of East Palo Alto all required registration and program fees and any penalties due for the unit and all the covered units in the same property; and
3. Fully completed registration for all tenancies in all covered units on the same property parcel.

Required Annual Program Fee Statement

The enclosed 2024 Program Fee Statement is to be submitted by the deadline of January 2, 2024. It is important that this statement be completed fully and submitted with copies of any New Tenancy /

Vacancy Registration statements not yet submitted to the Rent Stabilization Program. You can access any required forms in fillable PDF format at: www.ci.east-palo-alto.ca.us/rentprogram under Landlords, and you may also electronically submit them by emailing us at rentprogram@cityofepa.org by the deadline.

Exempt Status Claims

Landlords with rental units that meet the criteria for being exempt from rent control provisions of the Ordinance may file a Claim of Exemption for either partial or complete exemption. Tenants in units that are partially exempt from rent controls are still protected by the just cause for eviction provisions of the Ordinance. The most common basis for partial or full exemption from the East Palo Alto Ordinance includes the following:

1. **Single-Family Dwellings.** Rented single-family dwellings on parcels with only one dwelling and other units exempted from rent control pursuant to the Costa-Hawkins Act.
2. **Units rented to tenants under Section 8 contract.**
3. **Units Newly Constructed After January 1, 1988 which Received a Certificate of Occupancy on or after January 1, 1988.** Dwelling unit must be entirely newly constructed or created from space that was formerly entirely non-residential.
4. **Units in Owner-Occupied Two- & Three-Unit Properties.** One of the units must be currently occupied, for a continuous period of one year or more, as the principal residence of the owner or the owner's parent, child or sibling.
5. **Units in Non-Profit Owned Housing Developments with Rent Covenants** are fully exempt from both rent controls and eviction protections.

Penalties for Failure to Pay Required Program Fees on Time

A rental property is not properly registered with the City's Rent Stabilization Program until all fees and any penalties are paid and completed registration statements are submitted. **If the full registration fee is not paid by the first business day of January of any year, it is delinquent, and a penalty shall become due in addition to the fee.** For payments received after the first business day of January, but on or before January 31st, the penalty is equal to 15% of the delinquent fee. For payments received from February 1 to March 31st, the penalty is equal to 30% of the delinquent fee. For payments received after March 31st, the penalty is 100% of the delinquent fee, and an additional penalty of 100% of the delinquent fee is added for each additional three months that the payment remains delinquent.

Penalties for Failure to File Required Registration Statements on Time

Before submitting any required registration statements, a landlord must first submit an Initial Registration Statement with the information necessary for the issuance of Certificates of Maximum Allowable Rent for regulated rental units. **It is important to note that a landlord who fails to properly register their rental properties by January 31 of each year is liable for a late processing fee of \$25 per unit.** If the landlord fails to submit a complete required statements within 30 days after receipt of a notice from the Board that units remained unregistered as of March 1, an additional late processing fee of \$50 per unit shall be assessed for each additional 60 days that the landlord does not make a good faith effort to comply with the registration requirements. Identical penalty fees are assessed for failure to file Initial Registration statements, which were due on January 2, 2024, in a timely manner.

It should also be noted that under the Ordinance, no increase in rent is permitted if the landlord:

- 1) Has failed to register all units under the landlord's control with the Rent Stabilization Program (this includes payment of annual fees and submittal of any required registration statements, and payment of any late penalty fees due), or
- 2) Has failed to substantially comply with the Rent Stabilization Ordinance and / or orders or regulations issued under the Ordinance), or
- 3) Has failed to bring the rental unit into compliance with the Warranty of Habitability, or
- 4) Has failed to make repairs ordered by the City.

Procedure to Seek Waiver of Late Payment Penalties and Late Processing Fees

A landlord can request waiver of late fees and penalties by providing documentation that circumstances existed for good cause for lateness and demonstrating intent to comply with the Ordinance and regulations. For more information, see Sections 600.S and 600.T of the Regulations. The form to Request Waiver of Penalty Fees is available on the Rent Stabilization Program website under Landlords.

No Fees Required for Fully or Partially Exempt Rental Units when Exemption Claims are Filed

Not all rental units are subject to registration and fee payment requirements. Units rented under Section 8 contract through the Housing Authority should be claimed as exempt and documentation of the Section 8 contract for the current tenant must be submitted to avoid payment of annual program fees and penalties for these units. If you have not already submitted exemption claims, complete and submit the Exemption Claim Form for each rental unit that you believe is exempt from the Rent Stabilization Ordinance along with the supporting documentation for the claim.

City of East Palo Alto Business License Fees Also Required

All rental property owners in East Palo Alto must have a current business license.¹ If you are a new rental property owner, go to: <http://www.cityofepa.org/DocumentCenter/View/48> for a business license application. If you have a current 2023 business license, license renewals for 2024 will be mailed out separately by the Finance Department by the end of November. For questions about business licenses, call the City's Finance Department at (650) 853-3152.

Thank you for your time and cooperation. If you have any questions or need assistance, please call (650) 853-3157 or email rentprogram@cityofepa.org

Sincerely,

Natasha Raiburn
Rent Stabilization Program Administrator

¹ East Palo Alto Municipal Code § 5.04.030.



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2024 PROGRAM FEE STATEMENT

Return This Statement with Your Payment

Rental Property Address:

City of East Palo Alto Rent Stabilization Program

Due Date: **January 2, 2024** **Program Fee Period: July 1, 2023 – June 30, 2024**

Total number of rental units on the property (including any unrented units and exempt units): _____

Number of rental units being currently claimed as exempt
(including those for which exempt claims are being currently filed): _____

Number of units for which exempt claims are being currently filed: _____

Number of non-exempt units being currently reported as being subject to annual program fees: _____

**Total fees owed at \$234 per each non-exempt rental unit being currently reported
as being subject to annual program fees:** **\$ _____**

Make checks payable to: CITY OF EAST PALO ALTO

Please remit to: City of East Palo Alto Rent Stabilization Program
2415 University Avenue, 2nd Floor
East Palo Alto, CA 94303

Submit one fee statement for each rental property with your payment.

If you believe that your property is EXEMPT from Rent Stabilization Program Registration fee requirements under Section Five (5) of the 2010 Rent Stabilization Ordinance, please see the attached notice that lists the grounds for exemption. In lieu of paying fees for the units that you believe are exempt, you can file an exemption claim form for each unit on the accompanying form and provide supporting documentation.

Penalties for Non-Payment of Registration Fees
If the full registration fee is not paid by the first business day of January of any year, it is delinquent, and a penalty shall become due in addition to the fee. For payments received after the first business day of January but on or before January 31 st , the penalty shall be equal to fifteen percent (15%) of the delinquent fee. For payments received after January 31 st but on or before March 31 st , the penalty shall be equal to thirty percent (30%) of the delinquent fee. For payments received after March 31 st , the penalty shall be equal to one hundred percent of the delinquent fee and an additional penalty equal to one hundred percent (100%) of the delinquent fee shall be added for each additional three (3) months that the payment remains delinquent.

Property Address: _____

Please update owner or agent contact information if there are any changes in what was previously reported:

Owner's Name:		
Mailing Address:		
Phone:	Fax:	Email:

Agent's Name:		
Mailing Address:		
Phone:	Fax:	Email:

On-Site Manager's Name (For any buildings with 16 or more rental units):		
Mailing Address:		
Phone:	Fax:	Email:

I declare under penalty of perjury under the laws of the State of California that to the best of my knowledge, the property is in compliance with the East Palo Alto Rent Stabilization Ordinance and that the information provided in this statement is true and correct. I recognize that any inaccurate information contained in this form may be deemed a misrepresentation.

Signature _____ Date: _____

Name (print) _____ Title: _____

REMINDERS:

a. A landlord is eligible to increase rent using authorized Annual General Adjustments only if the landlord: 1) Properly registers the rental unit with the Rent Stabilization Program (including payment of fees, submittal of completed registration statements and change in tenancy / vacancy registration statements when applicable, and payment of any late penalty fees); and substantially complies with the Rent Stabilization Ordinance and orders or regulations issued under the Ordinance, including not charging more than the allowed rent; 2) ensures the rental unit complies with the Warranty of Habitability; and completes all repairs ordered by the City; and 3) Does not raise the rent more than once in any twelve month period.

b. Change in Ownership: Landlords are required to file a completed Change in Ownership form with the Board within thirty (30) days of a change in ownership setting forth the names and addresses of all new owners and the date on which the change in ownership occurred.

c. Change in Exemption Status: Landlords of formerly exempt units must file a Change in Registration Status Statement within sixty (60) days of the termination of the unit's exempt status.

d. Change in Tenancy: For each new tenancy after the Initial Registration or Change in Registration Status Statement is submitted, a Change in Tenancy / Vacancy Registration Statement must be filed with the Rent Board within thirty (30) days of the new tenancy, along with a signed copy of the rental agreement with the new tenant and a signed copy of the Notice of Existence of the Ordinance.

For information, contact the Rent Stabilization Program at rentprogram@cityofepa.org or at (650) 853-3114.



FOR OFFICE USE ONLY
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Claim for Exempt Status Under the Rent Stabilization Ordinance

No Rent Registration Fee is Required for Exempt or Partially Exempt Rental Units.

Check each box that applies and provide required documentation. See attached Notice of Allowed Exemptions for documentation to be supplied with each exemption claim.

Property Address _____ Unit # (if applicable) _____

Is the entire property claimed as Exempt? Yes No Total number of units on the property: _____

Check each Box that applies. Indicate the number of exempt units claimed for each category.

PARTIALLY EXEMPT UNITS. (Under Section 5.B of the Rent Stabilization Ordinance)

Number of Units Claimed:

- Single Family Dwelling Date of occupancy: _____
- Unit in Owner-Occupied Two- & Three-Unit Properties _____
- Newly Constructed Unit _____
- Non-Profit Housing Project with Rent Covenants _____

PARTIALLY EXEMPT UNITS. (Under Section 5.C of the Rent Stabilization Ordinance)

Number of Units Claimed:

- Units with Voucher Assistance _____
(For rental units under Sec. 8 contract submit registration forms reporting ALL required information.)

FULLY EXEMPT UNITS (Under Section 5.A of the Rent Stabilization Ordinance)

Number of Units Claimed:

- Transient Occupancy _____
- Units Exempted by State and Federal Law _____
- Care Facilities _____
- Resident-Owned Non-Profit Housing _____
- Units (Rooms) Within Dwelling Unit Shared with Landlord _____

<i>Applicant/Owner:</i>	<i>Representative/Agent (if applicable):</i>
Name:	Name:
Address:	Address:
City:	City:
Telephone: ()	Telephone: ()
Fax: ()	Fax: ()
Email	Email

I understand that any change in the status of a unit or property from exempt to non-exempt must be reported, on a Board supplied form, to the Rent Stabilization Program within sixty (60) days of the change.

I hereby declare under penalty of perjury under the laws of the State of California that all the information in this Claim for Exempt Status form is true and correct.

Print Name _____ Signature _____ Date _____



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**Notice of Allowed Exemptions and Documentation Required
For Claims of Exemption to the Rent Stabilization Registration and Fee Requirements**

The following categories of rental housing units are partially or fully exempt from certain sections of the City's Rent Stabilization and Just Cause for Eviction Ordinance ("RSO") pursuant to Section 5 of the RSO, and they are exempt from fee payment requirements once a valid Claim of Exemption form with adequate documentation has been filed with the Rent Stabilization Program.

PARTIALLY EXEMPT RENTAL UNITS

A. The following rental units are exempt only from RSO Sections 8, 9, 10, 12, 13, 14 and 18.A and 18.B:

1. **Single-Family Dwellings.** Single-family dwellings in parcels with only one dwelling unit. Other units exempted from rent control pursuant to the Costa-Hawkins Housing Act such condominiums.
2. **Units Newly Constructed After January 1, 1988 which Received a Certificate of Occupancy on or after January 1, 1988.** Dwelling unit must be entirely newly constructed or created from space that was formerly entirely non-residential. This exemption does not apply to newly constructed dwelling units that replaced covered units withdrawn from the rental market in accordance with the Ellis Act if the withdrawal notice was filed after March 9, 2010. Submit the following applicable documentation to verify an exemption claim:
 - Certificate of Occupancy issued by the City of East Palo Alto Building Department; and
 - Filed notice of withdrawal of units from the rental market in accordance with the Ellis Act.
3. **Units in Owner-Occupied Two- & Three-Unit Properties.** One of the units must be currently occupied, for a continuous period of one year or more, as the principal residence of the owner or the owner's parent, child, or sibling. Submit the following documentation to verify an exemption claim:
 - Owner statement that for a continuous period of one year or more, the property has been the principal place of residence of the owner, or owner's parent, child, or sibling.
 - Evidence that there are three or fewer housing units on the property, including any contiguous parcels or lots; and
 - Evidence of at least a 50% ownership interest in the property by the owner submitting the claim (e.g. grant deed).
4. **Non-Profit Housing Projects with Rent Covenants.** A unit in a residential property owned by a 501(c)(3) tax-exempt organization or operating subject to low-income tax credit regulations and subject to a regulatory agreement with a government agency. Submit the following documentation to verify an exemption claim:
 - The regulatory agreement with a governmental agency that controls the unit's rent levels; and
 - A rental agreement documenting that the property is not rented by a tenant who occupied the unit prior to the properties' sale to the nonprofit agency or to the execution of a regulatory agreement.

(OVER)

B. The following units are exempt only from RSO Sec. 9, 10, 12, 13, 14, 18.A and 18.B, but not Section 8, so annual Registration Statements and Certification are required:

1. **Units with Voucher Assistance:** Rental units leased to tenants assisted under the Section 8 Program or a similar federally funded rent subsidy program. Submit the following documentation to verify an exemption claim:
 - Evidence that the unit is under Section 8 contract with a Housing Authority; and
 - Evidence of the initial date of occupancy of the current tenant.

FULLY EXEMPT RENTAL UNITS

The following dwelling units are fully exempt from the RSO:

1. **Transient Occupancy.** Accommodations in motels, hotels, inns, tourist houses, rooming houses, and boarding houses if such accommodations are not occupied by the same tenant for thirty (30) or more continuous days. Submit the following documentation to verify an exemption claim:
 - A business license identifying the property as a hotel, motel, inn, tourist home, rooming house, or boarding house; or
 - Records issued pursuant to City Municipal Code Ch. 3.68 (Transient Occupancy Tax); and
 - A list of occupancies on the property within the past twelve months which exceeded thirty (30) days; and
 - A list of agreements within the past year providing for tenancies in excess of thirty (30) days.
2. **Care Facilities.** Housing accommodations in any hospital, skilled nursing, health or care facility, convalescent home, or nonprofit home for the aged. Submit the following documentation to verify an exemption claim:
 - Documentation that the rental units are used for residential housing purposes as part of the social service program.
3. **Resident-Owned Non-Profit Housing.** Dwelling units in a nonprofit cooperative that is owned, occupied, and controlled by a majority of the residents. Submit the following documentation to verify an exemption claim:
 - A copy of the Articles of Incorporation; and
 - Evidence of the ongoing operation of the cooperative.
4. **Units Exempted by State and Federal Law.** Claimant must cite the applicable State or federal law and provide proof that units are exempted by specific provisions in the law.
5. **Units (Rooms) Within a Dwelling Unit Shared with the Landlord.** The unit is the principal residence of a landlord and landlord shares the bathroom or kitchen facilities with the tenant. Submit the following documentation to verify an exemption claim:
 - Evidence of owner occupancy of the unit shared with a tenant.

REGISTRATION REQUIRED UPON TERMINATION OF EXEMPTION

No registration is required for exempt units, except for units rented under Section 8 contract or a similar federally funded rent subsidy program. **Within sixty (60) days of a change in use terminating a rental unit's exempt status**, the landlord is required to complete and file with the Rent Stabilization Board an **Initial Registration Statement**. (Where a prior Initial Registration Statement had been filed for that unit, the landlord shall file a new Initial Registration Statement with *updated* information that reflects the conditions of renting the unit that have changed since the last Initial Registration Statement was filed.) (RSO § 8.J)



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CHANGE IN TENANCY / VACANCY REGISTRATION STATEMENT

Submit this form at the start of a new tenancy with a copy of the lease or rental agreement and a signed copy of the Notice of Existence of the Ordinance

Rental Property Address:			
Unit #:	# Units on property:	# Bedrooms:	# Bathrooms:

(If new Owner or Agent, submit a Change of Ownership Form.)

Owner	Agent
Name:	Name:
Address:	Address:
City, State, Zip:	City, State, Zip:
Phone:	Phone:
Email:	Email:

New Tenant Information:

Beginning Date of This Tenancy:	Initial Rent: \$	Section 8 Contract <input type="checkbox"/>
Provide the names of each tenant on the lease or rental agreement:		
1. 2. 3. 4.		
<i>Tenant names will be kept confidential in accordance with the Information Practices Act of 1977.</i>		
Tenant Phone Number:	Email:	
Security deposit: \$	Cleaning deposit: \$	Pet deposit: \$
Housing Service Fees required by Rental Agreement: Water: \$		
Electricity: \$	Gas: \$	Sewer: \$
Garbage removal: \$	Other: _____	
Parking: \$	Pet: \$	Storage: \$
Renter's Insurance: \$		
Housing Services provided by landlord that are included in the rent include:		
# of Covered Parking Spaces: _____	# of Uncovered Parking Spaces: _____	
<input type="checkbox"/> Laundry Access	<input type="checkbox"/> Electricity	<input type="checkbox"/> Extra Storage Space
<input type="checkbox"/> Washer/Dryer in Unit	<input type="checkbox"/> Gas	<input type="checkbox"/> Kitchen Appliances
<input type="checkbox"/> Water	<input type="checkbox"/> Cable/Satellite TV	<input type="checkbox"/> Pets Allowed
		<input type="checkbox"/> Garbage Removal
		<input type="checkbox"/> Sewer
		Other: _____
The amount of reduced, discounted, "free" rent offered: \$		None: <input type="checkbox"/>
Average rent over the first 12 months if discounts or concessions are provided: \$		

VACANCY REGISTRATION STATEMENT

Prior Tenancy Information:

Name of prior tenant:	Date vacated:	Final rent charged: \$
Reason unit became vacant: <input type="checkbox"/> Voluntary <input type="checkbox"/> Due to Substantial Repairs <input type="checkbox"/> Non-payment <input type="checkbox"/> Owner/Relative Move-in <input type="checkbox"/> Abandonment <input type="checkbox"/> Government Agency Order <input type="checkbox"/> Death of Tenant <input type="checkbox"/> Permanent Removal from Housing Market - Demolition <input type="checkbox"/> Eviction <input type="checkbox"/> Permanent Removal from Housing Market – Ellis Act <input type="checkbox"/> Court Order <input type="checkbox"/> Other: _____ 		

Was the former tenant charged more than the Maximum Allowable Rent for this tenant’s unit?

Yes No

If yes, was a rebate provided to the former tenant for any overcharges paid above the Maximum Allowable Rent for this tenant’s unit from August 2010 or after?

Yes No

Lease or rental agreement signed by the owner or owner’s representative and the new tenant, or the Section 8 contract is attached.

Declaration: I hereby under penalty of perjury declare that all the information in this Change in Tenancy / Vacancy Registration Form is true and correct to the best of my knowledge and belief.

Print Name	Signature	Date
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Title:



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NOTICE OF ORDINANCE AT COMMENCEMENT OF TENANCY

Section 6 of the East Palo Alto Rent Stabilization and Just Cause of Eviction Ordinance of 2010 requires landlords provide residential tenants with a written notice of this Ordinance at the commencement of any tenancy.

RENTS AND RENT INCREASES

How Much Can Rents be Increased Each Year:

The Rent Stabilization Board determines the percentage increase each year, the Annual General Adjustment (“AGA”), that landlords can raise rents for tenants in regulated rental units. **The percentage of rent increase allowed, including for all fees for regulated housing services, for the 2023-2024 program year is 4.2%.**

Landlords, who are in compliance with the Ordinance, may increase rents between July 1 and June 30 of each program year by the amount of the AGA after giving a proper 30-day notice to a tenant. A landlord is eligible to increase rents using AGAs only if the landlord:

1. Registers all units in the same property with the Rent Stabilization Program;
2. Substantially complies with the Rent Stabilization Ordinance and/or orders or regulations issued under the Ordinance, including not charging more than the maximum allowed rent; and
3. Ensures the rental unit complies with the implied warranty of habitability; and completes all repairs ordered by the City.

Fees paid to a landlord for regulated housing services such as parking or utilities are generally part of the rent. An increase in fees for housing services, or charges for additional services that were not included in a tenant’s initial rental agreement, are generally considered rent increases and must conform to the requirements for raising rents.

Accumulating AGAs for Future Rent Increases:

Landlords may raise rents by a lesser amount than allowed by the AGA or choose not to raise rents in any given year, and in that event, they may apply the AGA for future use to raise a tenant’s rent. Rent increases may not exceed 10% in any 12-month period.

Certificate of Maximum Allowable Rent (“MAR”):

Certificates are issued upon Initial Registration of a rental unit, upon occupancy by a new tenant, and upon individual request. They are not issued every year. Based on information submitted by landlords, the Rent Stabilization Administrator calculates the Maximum Allowable Rent in the Certificates issued for rental units that have been properly registered with the City. A tenant cannot be charged rent, including any fees for regulated housing services, that exceeds the MAR for the timeframe specified in the Certificate issued for their unit.

RIGHT TO PETITION FOR VIOLATIONS OF ORDINANCE

A tenant can file petition A, B and/or C when their landlord violates the requirements of the City’s Rent Stabilization Ordinance. A tenant may file a petition seeking a rent reduction or a rebate for rent already paid for the following reasons:

File Petition A for a Rent Reduction and Rebate for Maximum Allowable Rent Violations: This petition may be filed when rent is being charged over the Maximum Allowable Rent for a regulated rental unit. A tenant can also file Petition A if their landlord failed to properly register the unit.

File Petition B for Rent Reduction and Rebate for Housing Service Reductions, including Maintenance and Breach of Implied Warranty of Habitability: This petition may be filed when the tenant experiences habitability and/or maintenance problems, and/or reductions in services that have not been corrected in a reasonable time.

File Petition C for Approval to Withhold Rent for Landlord’s Failure to Register a Unit with the Rent Stabilization Program: Tenants may contact the Rent Program to find out if their rental unit is properly registered and for more information about this provision in the Ordinance.

PROTECTIONS AGAINST EVICTONS WITHOUT CAUSE

Evictions are only permitted for the specific reasons cited in the Ordinance. Evictions not meeting these requirements can be contested in any action to recover possession of a rental unit in court.

Landlords must specify at least one of the permitted grounds for eviction listed in the Ordinance in a written notice of termination of tenancy. Permitted grounds for eviction include failing to pay rent, violating the lease, or engaging in disorderly or destructive conduct, among other reasons.

The landlord must file with the Rent Board a copy of any termination of tenancy and unlawful detainer action within five calendar days after the tenant has been served with such a notice.

TENANT PROTECTION ORDINANCE (Codified in Section 14.02 of the Municipal Code):

In May 2014, the City Council adopted the Tenant Protection Ordinance (“TPO”) to further protect tenants. The TPO requires landlords to provide tenants a tenant rights information sheet, to give keys to every adult occupant in the rental unit, and to replace locks before a new tenancy begins. The TPO prohibits landlords from discriminating against families with children or based on the student or non-student status of housing applicants and tenants. It also prohibits landlords from harassing or taking retaliatory action against tenants. The TPO confirms tenants’ rights to organize and to distribute literature related to tenancy issues. The TPO also provides for relocation assistance when units are to be demolished or removed or tenants have to temporarily relocate due to necessary repairs.

FOR MORE INFORMATION ABOUT THE ORDINANCE

Contact the Rent Stabilization Program at (650) 853-3114 or rentprogram@cityofepa.org; or the City’s website at: www.cityofepa.org/rentprogram. You may also visit us by appointment only at 2415 University Avenue, 2nd floor.

For legal advice or representation, you may contact **Legal Aid Society of San Mateo County** for an appointment at (650) 517-8911; or **Community Legal Services in East Palo Alto** at (650) 326-6440; or go to 1861 Bay Road, East Palo Alto.

I received a copy of this notice on _____

Tenant’s Signature

Form Required for Thirty-Day Notice of Rent Increase¹

Tenant Name(s): _____

Tenant Unit Address: _____

- 1.) This is to notify you that your rent will be increased by _____% per month (This percentage may include prior authorized and unused Annual General Adjustments as reflected below but cannot ever be more than 10%.)
- 2.) Your current rent, including all fees for regulated housing services is _____ \$
- 3.) Your new rent including all regulated housing service fees, will be \$ _____ per month beginning on _____.

Declaration: I declare under penalty of perjury under the laws of the State of California that to the best of my knowledge, this rental property is in compliance with East Palo Alto’s Rent Stabilization Ordinance. I recognize that any inaccurate information contained in this form may be deemed a misrepresentation.

Date: _____

Landlord’s/Representative’ Signature
For questions, please contact your landlord at:

Name (Print) _____

Phone: _____

Address: _____

The **2023-24 Annual General Adjustment** (“AGA”) adopted by East Palo Alto’s Rent Stabilization Board permits an increase in the Maximum Allowable Rent, including all fees for regulated housing services, of **4.2%** for the program year July 1, 2023, through June 30, 2024. Under the City’s Rent Stabilization Ordinance, your rent may be increased by the amount of the authorized AGA. Your rent may also be increased by the amount of any previously authorized but unused AGAs during the time of your tenancy, so long as the total rent increase is not more than 10% in any 12-month period. The authorized AGAs under the 2010 Ordinance are:

Check the boxes of the AGAs utilized in total rent increase percentage above:

July 1, 2023 – June 30, 2024 AGA rent increase of	4.2% allowed	<input type="checkbox"/>
July 1, 2022 – June 30, 2023 AGA rent increase of	4.2% allowed	<input type="checkbox"/>
July 1, 2021 – June 30, 2022 AGA rent increase of	1.3% allowed	<input type="checkbox"/>
July 1, 2020 – June 30, 2021 AGA rent increase of	2.3% allowed	<input type="checkbox"/>
July 1, 2019 – June 30, 2020 AGA rent increase of	2.8% allowed	<input type="checkbox"/>
July 1, 2018 – June 30, 2019 AGA rent increase of	2.9% allowed	<input type="checkbox"/>
July 1, 2017 – June 30, 2018 AGA rent increase of	2.7% allowed	<input type="checkbox"/>
July 1, 2016 – June 30, 2017 AGA rent increase of	2.4% allowed	<input type="checkbox"/>
July 1, 2015 – June 30, 2016 AGA rent increase of	2.0% allowed	<input type="checkbox"/>
July 1, 2014 – June 30, 2015 AGA rent increase of	2.0% allowed	<input type="checkbox"/>
July 1, 2013 – June 30, 2014 AGA rent increase of	2.0% allowed	<input type="checkbox"/>
July 1, 2012 – June 30, 2013 AGA rent increase of	2.4% allowed	<input type="checkbox"/>
July 1, 2011 – June 30, 2012 AGA rent increase of	1.4% allowed	<input type="checkbox"/>

August 8, 2010 – June 30, 2011 AGA rent increase of **0% (no Maximum Allowable Rent increase allowed)**

¹ Rent Increase Notice Form – Required by City of East Palo Alto Rent Stabilization Board for the 2023-24 Program Year to be submitted to tenants with a copy sent to the Rent Stabilization Program within 10 days of service to the tenant. Information on the City’s Rent Stabilization and Just Cause for Eviction Ordinance is available at 2415 University Ave., 2nd Floor, East Palo Alto, CA 94303; Tel: (650) 853-3114; rentprogram@cityofepa.org.

Formulario Requerido para Notificación de 30 Días para el Aumento de la Renta²

Nombre(s) del Inquilino(s): _____

Dirección de la Unidad del Inquilino: _____

- 1.) Este aviso es para notificarle que su renta aumentará _____ % por mes (Este porcentaje puede incluir Ajustes Generales Anuales previamente autorizados, pero aún no usados, pero nunca puede ser más de un 10%.)
- 2.) Su renta actual, incluyendo todos los cargos servicios de vivienda regulados es \$ _____.
- 3.) Su **nueva renta**, incluyendo todas las tarifas por los servicios regulados de vivienda, será de \$ _____ por mes, comenzando el _____.

Declaración: Yo declaro bajo pena de perjurio bajo las leyes del Estado de California, que, en lo mejor de mi conocimiento, esta propiedad de renta cumple con la Ordenanza de Estabilización de Rentas de East Palo Alto. Yo reconozco que cualquier información incorrecta contenida en este formulario puede ser considerada una declaración falsa.

Fecha: _____

Firma del Arrendador / Representante

Sí tiene alguna pregunta, por favor, comunicarse con el arrendador al:

Nombre _____ Tel.: _____

Dirección: _____

El **Ajuste General Anual (“AGA”) 2023-2024** adoptado por la Junta de Estabilización de Renta de East Palo Alto permite un aumento en la Renta Máxima Legal (MAR), incluyendo todas las tarifas por los servicios regulados de vivienda, del **4.2%** para el programa anual que va del 1º de julio del 2023 hasta el 30 de junio del 2024. Bajo la Ordenanza de Estabilización de la Renta de la Ciudad, su renta puede ser aumentada en la cantidad del AGA autorizado. Su renta pudiera también ser incrementada por la cantidad de los AGAs previamente autorizados pero que no han sido aún utilizados durante su inquilinato, siempre que el aumento total de la renta no sea superior al 10% en cualquier período de 12 meses. Los AGAs autorizados bajo la Ordenanza del 2010 son:

Marque los porcentajes de los AGAs utilizados en el aumento total del alquiler indicado arriba.

Julio 1, 2023 – Junio 30, 2024 incremento del AGA	<u>4.2% autorizado</u>	<input type="checkbox"/>
Julio 1, 2022 – Junio 30, 2023 incremento del AGA	<u>4.2% autorizado</u>	<input type="checkbox"/>
Julio 1, 2021 – Junio 30, 2022 incremento del AGA	<u>1.3% autorizado</u>	<input type="checkbox"/>
Julio 1, 2020 – Junio 30, 2021 incremento del AGA	<u>2.3% autorizado</u>	<input type="checkbox"/>
Julio 1, 2019 – Junio 30, 2020 incremento del AGA	<u>2.8% autorizado</u>	<input type="checkbox"/>
Julio 1, 2018 – Junio 30, 2019 incremento del AGA	<u>2.9% autorizado</u>	<input type="checkbox"/>
Julio 1, 2017 – Junio 30, 2018 incremento del AGA	<u>2.7% autorizado</u>	<input type="checkbox"/>
Julio 1, 2016 – Junio 30, 2017 incremento del AGA	<u>2.4% autorizado</u>	<input type="checkbox"/>
Julio 1, 2015 – Junio 30, 2016 incremento del AGA	<u>2.0% autorizado</u>	<input type="checkbox"/>
Julio 1, 2014 – Junio 30, 2015 incremento del AGA	<u>2.0% autorizado</u>	<input type="checkbox"/>
Julio 1, 2013 – Junio 30, 2014 incremento del AGA	<u>2.0% autorizado</u>	<input type="checkbox"/>
Julio 1, 2012 – Junio 30, 2013 incremento del AGA	<u>2.4% autorizado</u>	<input type="checkbox"/>
Julio 1, 2011 – Junio 30, 2012 incremento del AGA	<u>1.4% autorizado</u>	<input type="checkbox"/>

Agosto 8, 2010 – Junio 30, 2011 incremento del AGA **0% (no incremento de MAR autorizado)**

² Formulario de Aviso de Incremento de Renta – Requerido por la Junta de Estabilización de Renta de la Ciudad de East Palo Alto para el Año Programático del 2023-24 para ser notificado a los inquilinos con copia al Programa de Estabilización de Renta dentro de los 10 de notificación al inquilino. Información sobre la Ordenanza de Estabilización de Renta y Justa Causa es disponible en el 2415 University Ave., 2do Piso, East Palo Alto, CA 94303; Tel: (650) 853-3114; rentprogram@cityofepa.org.