

FOR OFFICE USE ONLY
Date Received:
Received By:

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

APPEAL OF ISSUANCE OF CERTIFICATE OF MAXIMUM ALLOWABLE RENT

Submit this form to appeal the issuance of a certification of the Maximum Allowable Rent, pursuant to Regulation 1020, along with a copy of the current lease or rental agreement, and documentation of any increase or decrease in rent charged during the current tenancy and any notice of banking of unused Annual General Adjustments authorized by the Rent Board since August 2010 or since the creation of the current tenancy (whichever is later).

Rental Property Address:
Rental Unit Address:

SECTION A: This appeal is being filed by the landlord or the tenant . Please complete the following:

Beginning Date of this Tenancy: ____/____/____ Provide names of each adult tenant in the lease or rental agreement: 1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____ <i>Tenant names will be kept confidential in accordance with the Information Practices Act of 1977.</i> Contact info for tenant: Phone: () Email:

Has this tenant's rent been adjusted as a result of a hearing decision or settlement agreement based on a petition filed for the Landlord's Demand for or Retention of Excessive Rent; for Reductions in Housing Services and/or Maintenance and/or Failure to Provide Maintenance and/or Services Required by Law; or for Fair Return?
 Yes No

If the answer is Yes, then explain in an attachment the amount and timeframe for each rent adjustment required and/or made in response to the hearing decision or settlement between the parties.

If yes, has a full rebate for any rent charged over the Maximum Allowable Rent been provided to this tenant?
 Yes No

If yes, what is the amount of the rebate provided and the period of rent overcharges covered by the rebate provided: \$ _____ for date from ____/____/____ to ____/____/____

Was this rebate provided in response to an order of the Rent Board or a hearing examiner decision or settlement agreement in response to a petition: Yes No

Note: All determinations made in Individual Rent Adjustment hearings, Fair Return hearings, or in any rent withholding for nonregistration hearings that are beyond the appeal period are final, shall be controlling and the results reached in said proceedings shall not be altered or superseded by a subsequent certification of Maximum

Allowable Rent upon request.

Complete Page 2 and 3 of this form.

City of East Palo Alto Rent Stabilization Program

Unit Address: _____ Date of Request: ____/____/____

Has the landlord notified the tenant of instances in which Annual General Adjustments (AGA) authorized by the Rent Board were to be banked for future use rather than used in the program year authorized to raise the rent for this unit?

Yes No

If yes, attach a copy of the notice provided to this tenant of the landlord’s intent to bank each unused AGA to increase the rent at a later date and complete the following:

Banked AGA: _____% for year: _____ Date of notice: ____/____/____

Banked AGA: _____% for year: _____ Date of notice: ____/____/____

Banked AGA: _____% for year: _____ Date of notice: ____/____/____

Has the landlord applied any banked AGA reported above:

Yes No

If yes, attach an explanation of the banked AGAs that have been used to raise rent, the calculation of any rent increase based on each banked AGA, and date the tenant was notified by the landlord of each authorized AGA that was applied to raise the rent.

Attach to this Appeal Form all notices of rent increases issued by the landlord since the beginning of the current tenancy. Also attach to this Appeal Form all notices of rent increases issued by the landlord since July 1, 2013 or later on the Rent Increase Notice Form required by the regulations implementing the Rent Stabilization Ordinance.

SECTION C: Landlords Addendum to Appeal Form

A landlord filing this appeal must also submit Section C: Landlord Addendum to Appeal Form for Certification of Maximum Allowable Rent To be Issued Upon Request.

Declaration: I hereby declare under penalty of perjury of the laws of the State of California that all the information provided in and with this Appeal of Issuance of Certification of the Maximum Allowable Rent is true and correct to the best of my knowledge and belief.

Print Name

Signature

Date

Print Name

Signature

Date

Title (if landlord)

PROOF OF SERVICE

I, the undersigned, declare that at the time of service I was over 18 years of age and a resident of the County of San Mateo. My address is _____ in _____, CA _____.

On _____, _____, I served the following documents:

- a) **COPY OF APPEAL OF ISSUANCE OF CERTIFICATE OF MAXIMUM ALLOWABLE RENT**
- b) **COPY OF ANY OTHER SUPPORTING DOCUMENTS ATTACHED TO APPEAL**
- c) **BLANK COPY OF OBJECTION TO APPEAL FORM**
- d) **COPY OF SECTION C OF THE APPEAL FORM (“LANDLORD’S ADDEMDUM”) IF THE LANDLORD HAS FILED AN APPEAL**

RE: Resident Unit at: _____, East Palo Alto, CA

[] **BY PERSONAL DELIVERY** by delivering a true copy thereof enclosed in a sealed envelope, to the following person(s) at the address(es) set forth below:

[] **BY MAIL** by placing a true copy thereof enclosed in a sealed envelope, with postage thereon fully prepaid, in the United States mail to the following person(s) at the address(es) set forth below:

I declare under penalty of perjury of the laws of the State of California that the foregoing information is true and correct to the best of my knowledge and belief.

Signature

Date: _____

Print Name