



**City of East Palo Alto  
Office of the City Manager  
Rent Stabilization Program  
2415 University Avenue, 2<sup>nd</sup> Floor  
East Palo Alto, CA 94303  
Tel: 650-853-3114 / Fax: 650-853-3115**

**2019 PROGRAM FEE STATEMENT**

**Return This Statement with Your Payment**

**Rental Property Address:**

**City of East Palo Alto Rent Stabilization Program**

**Due Date:** January 2, 2019      **Program Fee Period:** July 1, 2018 – June 30, 2019

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 \$222 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, 2<sup>nd</sup> 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.

<b>Penalties for Non-Payment of Registration Fees</b>
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 <sup>st</sup> , the penalty shall be equal to fifteen percent (15%) of the delinquent fee. For payments received after January 31 <sup>st</sup> but on or before March 31 <sup>st</sup> , the penalty shall be equal to thirty percent (30%) of the delinquent fee. For payments received after March 31 <sup>st</sup> , 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:

<b>Owner's Name:</b>		
Mailing Address:		
Phone:	Fax:	Email:

<b>Agent's Name:</b>		
Mailing Address:		
Phone:	Fax:	Email:

<b>On-Site Manager's Name (For any buildings with 16 or more rental units):</b>		
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](mailto:rentprogram@cityofepa.org) or at (650) 853-3114.