

Community Stabilization and Fair Rent Act

CHAPTER 11 REGISTRATION

A. Purpose.

The purpose of this Chapter 11 is to enable the Rental Housing Committee (RHC) to implement the provisions of the Community Stabilization and Fair Rent Act (CSFRA) in an efficient and effective manner by creating a complete database of Covered Units, provide economical and efficient communications with Landlords, provide online tools and resources for efficient, accurate, and reliable functioning of the CSFRA program, and to create a database for efficient and timely collection and prompt processing and analyzing of rental property data.

B. Registration.

1. Registration Required. A Landlord must register every Covered Rental Unit annually by February 1 of each year. Registration is complete only when all information required in the RHC online registration database or pursuant to the RHC registration forms has been provided to the RHC.
2. Exempt Rental Units. A Landlord shall provide information with the annual registration on the basis for any Rental Units being exempt from the CSFRA. In the event that a Rental Unit that was exempt from the CSFRA becomes governed by the CSFRA, the Landlord must update the registration for the Rental Unit with the RHC within thirty (30) days after the exemption ends.
3. Reregistration. A landlord must update the registration for any Covered Rental Unit within thirty (30) days of the termination of any tenancy or the commencement of a new tenancy, including providing the new rental rate when a tenancy commences.
4. Registration Amendment; Landlord Required to Notify RHC of Changed Registration Information. A Landlord must file a registration amendment with the RHC within thirty (30) days of a change in a Covered Rental Unit's ownership or management or a change in the owner's or manager's contact information.

C. **Method of Registration.**

Landlords may register Covered Rental Units either online or by completing and submitting registration forms prepared by the RHC Program Staff. All information provided by Landlords will be entered into the RHC database and will be available as a public document.

D. **Deadline for Submission of Registration Form and Fee.**

Landlords shall complete the initial registration either online or by submission of registration forms no later than February 1, 2021, provided, however, that failure to complete registration by February 1, 2021 shall not be considered substantial noncompliance with the CSFRA unless such failure continues after March 1, 2021.

E. **Noncompliance.**

Failure to complete the registration process for all Covered Units shall be deemed to be substantial noncompliance with the CSFRA.