

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 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 January 31 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. **Exemptions.**

If a Landlord provides information that the Rental Unit is exempt, the CSFRA Rent Stabilization Program Administration (“Administration”) shall verify the exemption.

1. **Denial of Exemption.** If it is determined that the exemption does not apply and the Rental Unit is covered by the CSFRA, both the Landlord and any affected Tenant(s) shall be provided with notice of the determination, including an explanation of the basis of its determination. A Landlord shall have fourteen (14) days from the date of mailing of the notice of determination to file an objection with the RHC or designee and request a hearing before a Hearing Officer. Within forty-five (45) days of receipt of a Landlord’s written objection, a hearing shall be scheduled before a Hearing Officer pursuant to the process in Chapter 5 of the CSFRA Regulations.
2. **Confirmation of Exemption.** If it is determined that the exemption does apply and the Rental Unit is not covered by the CSFRA, both the Landlord and any affected Tenant(s) shall be provided with a notice of the determination, including the type of exemption claimed. Any affected Tenant(s) shall have fourteen (14) days from date of mailing of the notice of determination to file an objection with the RHC or designee and request a hearing before a Hearing Officer. Within forty-five (45) days of receipt of a Tenant’s written objection, a hearing shall be scheduled before a Hearing Officer pursuant to the process in Chapter 5 of the CSFRA Regulations. If more than one (1) affected Tenant files an objection, the RHC or designee may consolidate the objections in accordance with Section J of Chapter 4 of these Regulations.
3. **Right to Respond to Objection.** An affected Landlord or Tenant shall have the right to submit a written response to the objection at any time prior to ten (10) days before the hearing. Additionally, any affected party, or the party’s proxy or representative, shall have the opportunity to participate in the hearing.
4. **Program Fee.** During the time that the RHC or designee is reviewing a claim for exemption pursuant to this section, deadline periods for the payment of annual rental housing fees shall be suspended. If the Hearing Officer determines that Rental Unit is not exempt, the Landlord shall pay the annual rental housing fee within thirty (30) days after the time to file an appeal expires and the Hearing Officer’s decision becomes final.

5. Hearing and Decision. Any hearing on an objection to an exemption determination shall be conducted in accordance with the hearing procedures outlined in Section E of Chapter 5 of these Regulations. Additionally, the Hearing Officer's decision on an objection to an exemption determination shall comply with the following requirements:
 - a. The time for issuance of the Hearing Officer's decision under this Section E shall comply with deadline in Section F.1.a of Chapter 5 of these Regulations.
 - b. The contents of the Hearing Officer's decision under this Section E shall comply with the requirements in Section F.1.c of Chapter 5 of these Regulations.
 - c. The Hearing Officer's decision under this Section E shall apply to any affected Tenant, regardless of whether the Tenant filed an objection or was included as a party to the Landlord's objection.
6. Appeal of Hearing Officer's Decision. In accordance with Section F.1.b and Chapter 5 of these Regulations, a Hearing Officer's decision under this Section E shall be final unless either party timely appeals in accordance with Section H.1 of Chapter 5 of the Regulations.

F. **Noncompliance.**

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