



Rent Stabilization Program

(650) 903-6149 | mvrent@mountainview.gov
Mountainview.gov/rentstabilization

Instructions for Joint Petition for New and Additional Housing Services as defined by the Community Stabilization and Fair Rent Act (CSFRA) and Regulations

Petition Overview

The Community Stabilization and Fair Rent Act (“CSFRA”) of the City of Mountain View is a voter-approved tenant protection law that applies to most apartments built before February 1, 1995. The CSFRA regulates rent increases and decreases and provides “just cause” eviction protections. Landlords and tenants of fully covered CSFRA units can request rent adjustments through a City-managed petition process in accordance with the CSFRA, and implementing regulations adopted by the Rental Housing Committee.

Joint Petitions

Joint Petitions filed between a tenant and a landlord allow a tenant to request certain new or additional housing services (CSFRA Regulations Ch. 6 Sec. G) in exchange for a monthly increase or a one-time payment to recover associated costs.

Categories include:

- New or additional Housing Services not included in the current Rental Agreement, such as new or additional pets, additional parking, or storage spaces
- Improvements or modifications to the Rental Unit as requested by the Tenant, such as new flooring, paint, and appliances
- Additional Occupant(s) (as defined under CSFRA Regulations Ch. 9 Sec. E)

Tenants must initiate the Joint Petition and obtain the Landlord’s review and signature on the Petition. The completed Joint Petition signed by both the Tenant and the Landlord, along with a copy of the written Rental Housing Agreement for the Rental Unit, must be submitted to the Rental Housing Committee for its review and approval. Additional documentation may be requested.

PREPARE TO FILE A PETITION

Here are a few things to do before starting the petition.

- Gather the following information and documents:
 - Landlord’s contact information
 - Address
 - Phone number
 - Email
 - Rent history
 - Amount of rent on either:
 - October 19, 2015 *(If applicable)*
 - Initial Rent Amount on Move-in Date *(If this date falls after October 19, 2015)*

DISCLAIMER: Neither the Rental Housing Committee nor the City of Mountain View make any claims regarding the adequacy, validity, or legality of this document under State or Federal law. This document is not intended to provide legal advice. Please visit mountainview.gov/rentstabilization or call 650-903-6136 for further information.

- Rent increases and/or decreases after October 19, 2015 or Move-in Date, whichever is applicable
- Documentation
 - Current rental agreements and/or leases
 - Relevant correspondence with housing provider/landlord/owner/manager
 - Separate agreements, if any (including parking, storage or other amenities)
 - Estimates, receipts, or quotes for repairs or modifications to the unit, if applicable

COMPLETE THE PETITION PACKET

- The petition packet includes the following documents:
 - Petition form
 - Workbook
 - Notice of Submission and Proof of Service form
- Complete the entire petition form as thoroughly as possible and provide all necessary documentation
- Provide a copy of the completed application form and supporting documentation to your landlord (or landlord's agent) and give them a reasonable amount of time to review
- Closely review the petition to check that you have:
 - Entered all information correctly
 - Completed the entire petition
 - Gathered and labeled all applicable documentation
 - Provided explanations for all missing documents
 - Clearly explained any complicated issues in your petition
 - Gathered the signature of the landlord on the petition

FILE THE PETITION AND ITS SUPPORTING DOCUMENTS

After both parties have filled out and signed the petition packet, submit one copy of the Joint Petition for New and Additional Housing Services (including all evidentiary documentation) to:

City of Mountain View, Rental Housing Committee
500 Castro Street
Mountain View, CA 94041

-or submit by email (preferred method)-
Patrica.Black@mountainview.gov

NEXT STEPS

Formal Review and Acceptance

Rent Stabilization Program staff will review the petition to make sure it is complete. If information or documentation appears to be missing, staff will contact either party to provide a chance to supplement

or revise the petition. Staff will then accept the petition and notify all parties involved. The City of Mountain View will have redacted copies of the complete petition (*including all evidentiary documentation*) available for review by interested parties. Personal information (i.e., phone numbers, social security numbers, and dates of birth) will be redacted. The redacted copies (*including all evidentiary documentation*) are a public record and subject to the California Public Records Act (Government Code Section 6250, et seq.).

Administrative Review and Decision

Upon acceptance of the Joint Petition by the Rental Housing Committee, a Hearing Officer will be assigned to the petition. The Hearing Officer will review the petition and associated documentation. The Hearing Officer will issue a Decision outlining the allowed monthly increase or one-time payment based on the submitted Joint Petition and accompanying documentation.

Implementation of Increase

Landlords can apply new or additional housing services increases as approved by the Hearing Officer on the basis of the Joint Petition:

- After the Landlord provides the Tenant(s) with no less than the greater of:
 - (i) sixty (60) days' notice prior to the due date of the first payment of the upward adjustment; or
 - (ii) ninety (90) days if an increase is above 10% as required by Civil Code Section 827
- At least 12 months after the last rent increase for the unit
- No earlier than the date the new or additional housing services are provided, the improvements are installed, or when the additional tenant(s) moves into the unit
- If the property is in compliance with the CSFRA and its regulations, including applicable health and safety codes (Civil Code Sections 1941.1, et seq., and Health and Safety Code Sections 17920.3 and 17920.10.)

New or additional housing services increases approved as part of a Joint Petition are not considered part of Rent when calculating the Annual General Adjustment (CSFRA Regulations Ch. 6 Sec. G.6).

No Appeals

The Decision of a Hearing Officer on a Joint Petition is not appealable.

LOOKING FOR MORE HELP?

The CSFRA and Regulations, including Chapters 4, 5 and 6 outlining the petition and hearing process, as well as all program forms are available at: www.mountainview.gov/rentstabilization. If you have questions, please contact Patricia Black at (650) 903-6149 or patricia.black@mountainview.gov.

JOINT PETITION FOR NEW AND ADDITIONAL HOUSING SERVICES AS DEFINED BY THE COMMUNITY STABILIZATION AND FAIR RENT ACT (CSFRA) AND REGULATIONS

I. General Information

A. Rental Property Information

Property Address and Rental Unit Number:

(Street Address)

(Unit Number)

(City)

(State)

(Zip Code)

B. Interpretation and Translations Support

Interpretation and translations support is available. If needed, please indicate language below.
Se dispone de apoyo de interpretación y traducción. Si lo necesita, indique el idioma a continuación.
可提供口译和笔译支持。如有需要, 请在下面注明语言。

C. Tenant Information (Required for All Tenants in the Unit)

Please provide the contact information of roommates or any other person(s) who have lived in the rental unit and paid rent during the time covered by this petition (do not list petitioners).

Name: _____ Phone: _____

Email: _____

Name: _____ Phone: _____

Email: _____

Name: _____ Phone: _____

Email: _____

Name: _____ Phone: _____

Email: _____

(Attach additional pages if needed.)

E. Landlord Information

Please provide contact information of the landlord, the property owner(s) and/or property manager(s) responsible for collecting rent.

Name: _____ Phone: _____

Mailing Address: _____

Email: _____

Name: _____ Phone: _____

Mailing Address: _____

Email: _____

II. Ground(s) for Petition

This Petition is to jointly implement new or additional housing services for the Rental Unit: *(check each box that applies)*

1. **New or additional Housing Services not included in the written Rental Agreement currently in place between the Tenant and the Landlord**, such as new or additional pets, additional parking, or storage spaces.

Describe the new or additional housing services:

Indicate the type of payment:

- A one-time payment of \$_____ (up to 5% of current monthly rent)
- A monthly rent increase of \$_____ (up to 5% of current monthly rent)

2. **Improvements or modifications to the Rental Unit as requested by the Tenant**, such as new flooring, paint, and appliances.

Describe the improvements or modifications to the Rental Unit:

Indicate the type of payment:

- A one-time payment of \$_____ (up to 5% of current monthly rent)
- A monthly rent increase of \$_____ (up to 5% of current monthly rent)

3. **Additional Occupant(s) (as defined under Section E of CSFRA Regulations Chapter 9).**

Indicate the type of payment:

- A one-time payment of \$_____ (up to 5% of current monthly rent)
- A monthly rent increase of \$_____ (up to 5% of current monthly rent)

Indicate the names and relationship of the new Tenant(s) to the existing Tenant(s):

New Tenant Name: _____

Relationship to existing Tenants: _____

Email: _____ Phone: _____

New Tenant Name: _____

Relationship to existing Tenants: _____

Email: _____ Phone: _____

(Attach additional pages if needed.)

III. Rent History (if applicable)

Definition of "Rent": All periodic payments, including additional payment for parking, utilities, pets, subletting, and all nonmonetary consideration provided under a rental housing agreement such as labor performed, services rendered or goods provided for the benefit of the Landlord.

1. Move-in Date: _____

2. Amount of Rent on October 19, 2015: (If applicable) _____

\$ _____

3. Initial Rent Amount on Move-in Date:
(If this date falls after October 19, 2015)

\$ _____

4. Current Rent Amount: _____

\$ _____

IV. Documentation

Submit copies of the following documents in your possession (and any other documents you believe are relevant to your petition) that show the amount of rent paid and/or retained. Please submit copies only and keep the original documents for your records. Check the box(es) below to indicate the type(s) of documentation being submitted.

Documentation		
1.	<input type="checkbox"/>	Rental agreements and/or leases
2.	<input type="checkbox"/>	Receipts, quotes, or other evidence of costs related to the improvement or modification, if this is the basis for the Joint Petition
3.	<input type="checkbox"/>	Separate agreements (including parking, storage, or other amenities)
4.	<input type="checkbox"/>	Other (explain):

V. Missing Documentation

If there is any documentation is missing:

1. Identify the line number from the list above.
2. Explain why you have not attached documentation, including why it was not readily available to you and/or what actions, if any, you took to try to get this documentation.

VII. Tenant Declaration

I (we) declare under penalty of perjury under the laws of the State of California that the contents of the foregoing Petition and all attachments and accompanying documents, are true and correct and complete to the best of my knowledge and belief.

If the Joint Petition requests a new tenant(s), the new tenant should sign below as well.

Signature of Tenant: _____

Print Name of Tenant: _____

Date: _____

Signature of Tenant: _____

Print Name of Tenant: _____

Date: _____

Signature of Tenant: _____

Print Name of Tenant: _____

Date: _____

Signature of Tenant: _____

Print Name of Tenant: _____

Date: _____

Signature of Tenant: _____

Print Name of Tenant: _____

Date: _____

Signature of Tenant: _____

Print Name of Tenant: _____

Date: _____

Signature of Tenant: _____

Print Name of Tenant: _____

Date: _____

NOTE: Every adult Tenant residing in the rental unit must sign. All signatures must be original. If more than seven Tenants are part of this petition, please reprint this form to include the names and contact information and allow those Tenants to sign.

VIII. Landlord and/or Manager Declaration

I declare under penalty of perjury under the laws of the State of California that:

- I (we) have complied with the provisions of the Community Stabilization and Fair Rent Act and implementing rules and regulations (please check all that apply):
 - have rolled back the rent on all units to either the rate charged on Oct. 19, 2015 –OR– to the amount charged at date of move-in if tenancy started after Oct. 19, 2015
 - have only increased the rent by the amount allowed under the law since the CSFRA went into effect on Dec. 23, 2016; if I charged more than the allowed amounts, I have refunded the unlawful rent to my tenants
 - have paid all applicable Rental Housing Fees;
 - have registered the property with the City; and
 - the condition of the rental property for which rent adjustment is sought, is in substantial compliance with all state and local health and safety laws and with any Rental Housing Committee orders or regulations pertinent thereto and that there are no outstanding citations or notices of violations for the property.

I agree to provide the new or additional housing services and/or authorize the additional occupants as described in this petition.

Signature of Landlord: _____

Print Name of Landlord: _____

Title: _____

Date: _____

Signature of Landlord: _____

Print Name of Landlord: _____

Title: _____

Date: _____

Este formulario está disponible en español y mandarín.

此表格有西班牙语和中文版本。