

Create an Online Account

mvrent.mountainview.gov



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- Pay Fees
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New User

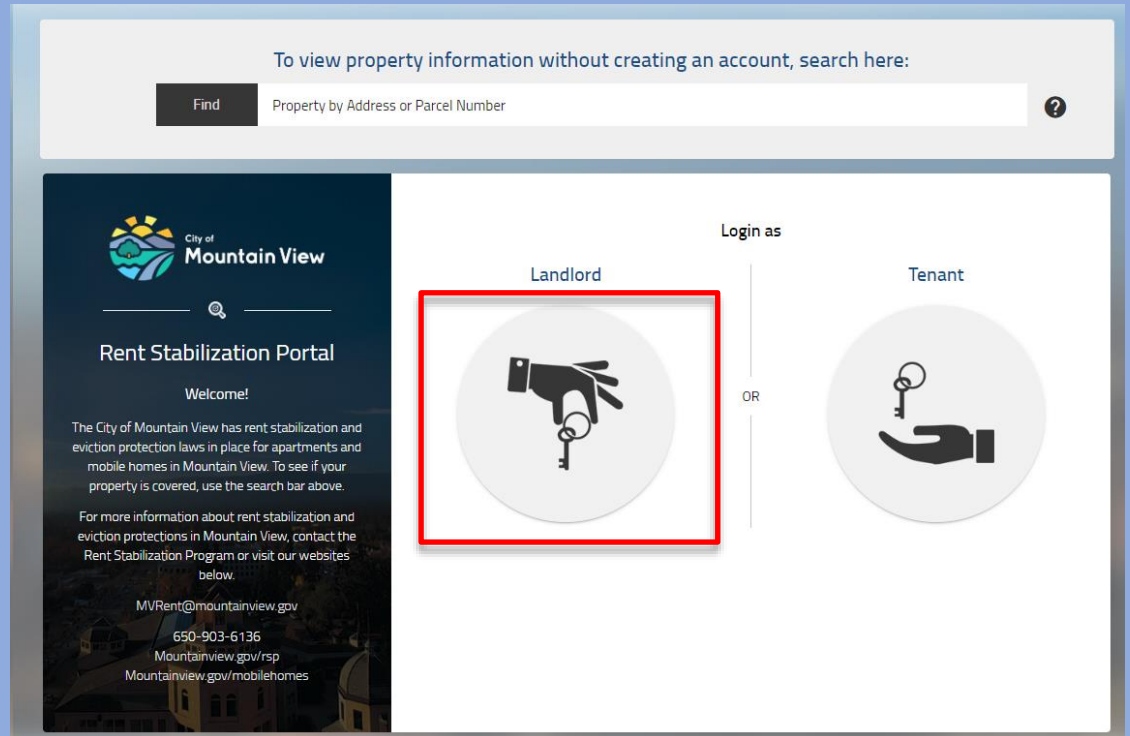
mvrent.mountainview.gov



Step 1: mvrent.mountainview.gov

Go to Website:
mvrent.mountainview.gov

Click the **Landlord** icon



To view property information without creating an account, search here:

Find ?

City of Mountain View

Rent Stabilization Portal

Welcome!

The City of Mountain View has rent stabilization and eviction protection laws in place for apartments and mobile homes in Mountain View. To see if your property is covered, use the search bar above.

For more information about rent stabilization and eviction protections in Mountain View, contact the Rent Stabilization Program or visit our websites below.

MVRent@mountainview.gov
650-903-6136
Mountainview.gov/rsp
Mountainview.gov/mobilehomes

Login as

Landlord

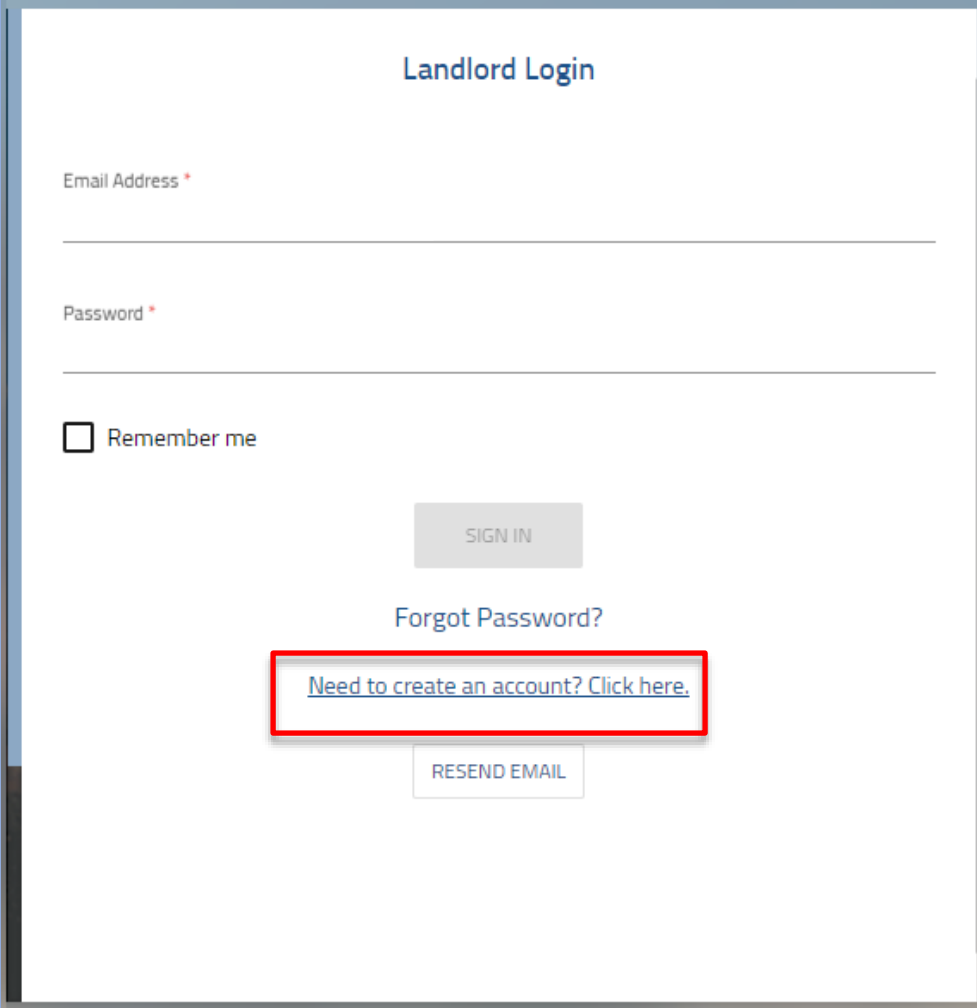
Tenant

OR

The screenshot shows the website interface. At the top, there is a search bar with the text "To view property information without creating an account, search here:" and a "Find" button. Below the search bar, there are two login options: "Landlord" and "Tenant". The "Landlord" option is highlighted with a red box and features an icon of a hand holding a key. The "Tenant" option features an icon of a hand holding a key. The "OR" text is positioned between the two options. The left side of the page contains the City of Mountain View logo, the title "Rent Stabilization Portal", and a welcome message with contact information.

Step 2: Register as New User

First time user:
Click **Need to create an account?** link



The screenshot shows a "Landlord Login" form with the following elements:

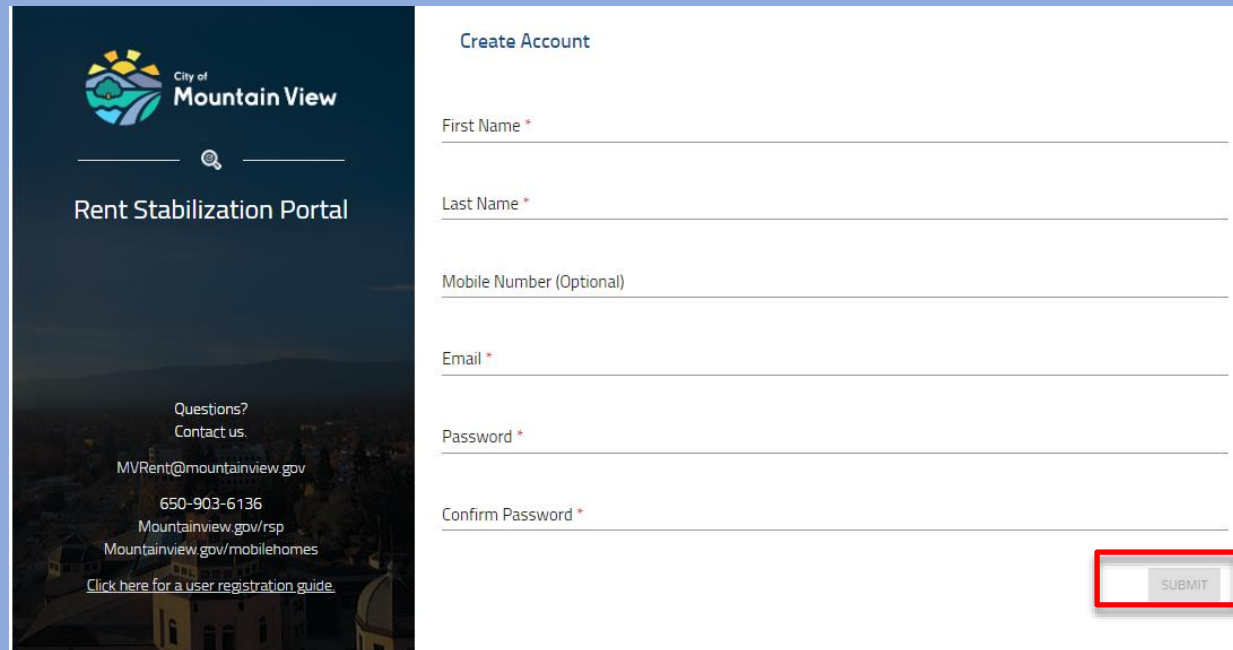
- Landlord Login** (Page Title)
- Email Address *** (Text label above an input field)
- Password *** (Text label above an input field)
- Remember me** (Checkbox and label)
- SIGN IN** (Grey button)
- Forgot Password?** (Text link)
- Need to create an account? Click here.** (Underlined blue text link, highlighted with a red box)
- RESEND EMAIL** (White button)

Step 3: User Information & Password

Fill in required information and click "Submit"

Password must be 8 to 16 characters and contain a capital letter and at least one number.

The system will send a verification email to the email address provided.



City of
Mountain View

Rent Stabilization Portal

Questions?
Contact us.
MVRent@mountainview.gov
650-903-6136
Mountainview.gov/rsp
Mountainview.gov/mobilehomes
[Click here for a user registration guide.](#)

Create Account

First Name *

Last Name *

Mobile Number (Optional)

Email *

Password *

Confirm Password *

SUBMIT

E-mail verification pending.

Step 4: E-mail Verification


Navigate to your email's inbox

Click on the verification link as shown below

It will redirect to a screen indicating your account was activated

Click **"Go Home"** to return to the login screen

Registration Confirmation >

 capsupport@3disystems.com via amazonses.com
to me ▾

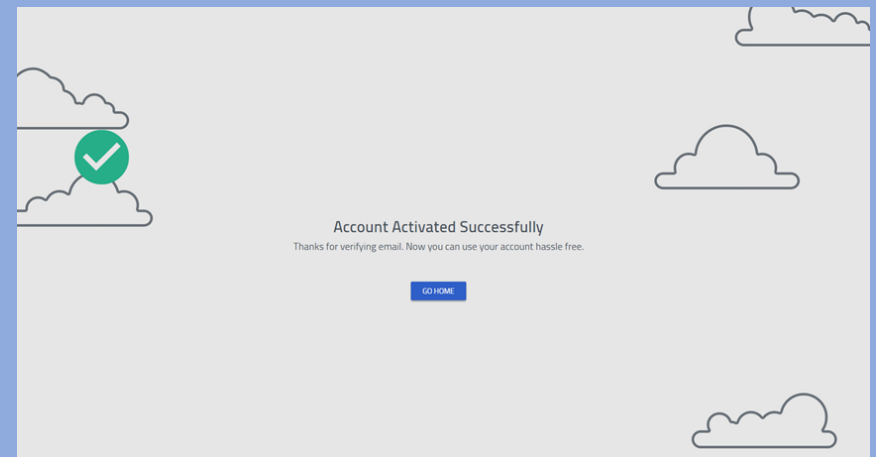
Dear Jane Doe,

Thank you for registering an account with CSFRA Rent Stabilization.

Username jaedoe@gmail.com

Visit <https://mvrent.mountainview.gov/#/verifyUser/7aa08b4a-f49d-48bf-bc0d-6ff> to activate your account.

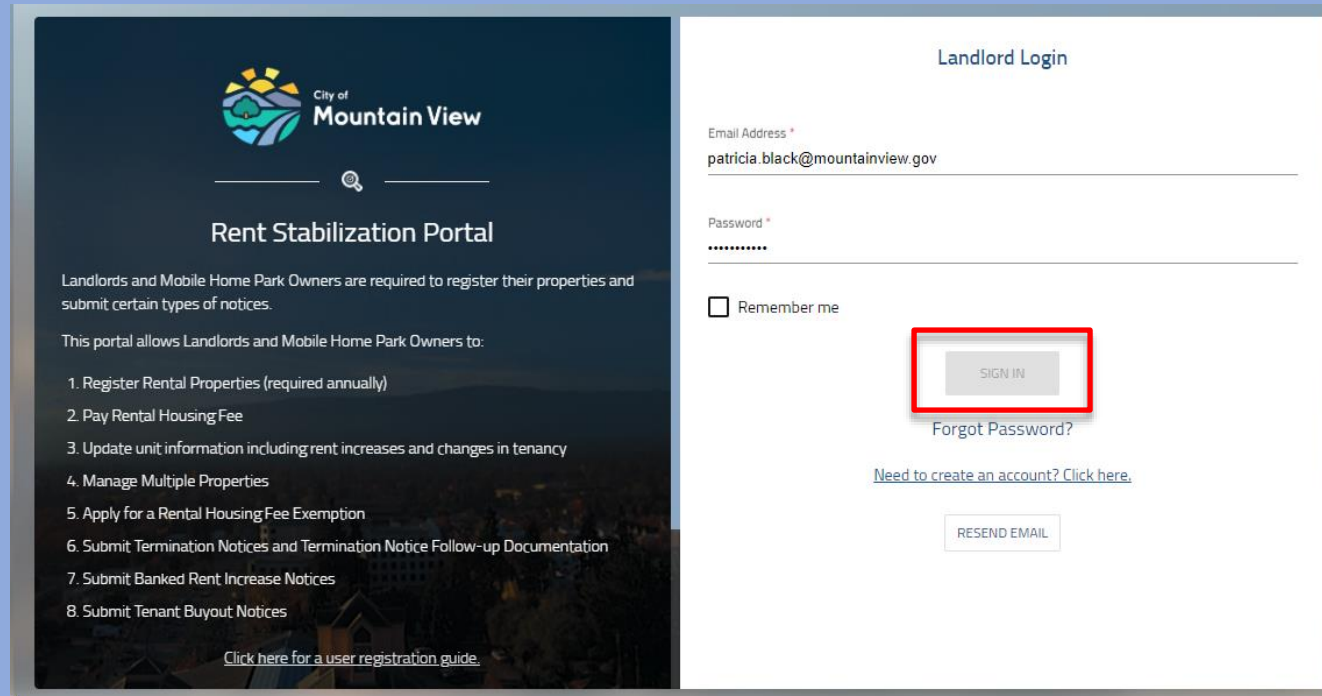
You can access the portal by visiting <https://mvrent.mountainview.gov/#/homepage>.



Step 5: Log In

Enter your email address

Enter your password.
Click Sign In.



The screenshot shows the 'Rent Stabilization Portal' login page. The left side features the City of Mountain View logo and a search icon. Below the logo, the text reads: 'Rent Stabilization Portal'. A paragraph states: 'Landlords and Mobile Home Park Owners are required to register their properties and submit certain types of notices.' This is followed by a list of actions the portal allows: '1. Register Rental Properties (required annually)', '2. Pay Rental Housing Fee', '3. Update unit information including rent increases and changes in tenancy', '4. Manage Multiple Properties', '5. Apply for a Rental Housing Fee Exemption', '6. Submit Termination Notices and Termination Notice Follow-up Documentation', '7. Submit Banked Rent Increase Notices', and '8. Submit Tenant Buyout Notices'. A link at the bottom says 'Click here for a user registration guide.' The right side of the page is titled 'Landlord Login' and contains a form with fields for 'Email Address *' (containing 'patricia.black@mountainview.gov') and 'Password *' (masked with dots). There is a 'Remember me' checkbox. A 'SIGN IN' button is highlighted with a red box. Below it are links for 'Forgot Password?' and 'Need to create an account? Click here.' A 'RESEND EMAIL' button is at the bottom.

Step 6: Add Property


Click **“Add Property”** to bring you to the property pop up

Enter the APN and Pin combination for your property

Click **“Verify”** to confirm the property address

If all information is correct, click **“Submit”**

Owned Properties Previously Owned Properties



No Image Available

Add Property

The fields marked with "*" are mandatory.

Find APN

Assessor's Parcel Number (APN) *
12311123

Personal Id Number (PIN) *

Property Name (Optional - ex. Ocean Garden...)

RESET VERIFY

Welcome!

To add your property to the system :

- Enter your APN and PIN
 - Where can I find my APN and PIN?
The APN and PIN are located on your Rental Housing Fee Invoice.
- Click the Verify Button to confirm the property address is correct.
- Once everything is correct, click the Submit Button to add the property to your profile.

CANCEL SUBMIT

Step 7: APN & PIN Combo?

The PIN and Assessor Parcel Number (APN) are in the black box section of the Invoice

If you need assistance please contact:

MVRent@mountainview.gov



Rent Stabilization Division
CSFRA Invoice
Fiscal Year 2023-24
(July 1, 2023 – June 30, 2024)

| | |
|------------------------|------------------|
| Invoice Number: | [Invoice Number] |
| Invoice Date: | 01/01/2024 |
| Due Date: | 02/01/2024 |

[Customer Name]
[Mailing Address]
[City, State Zip]

| | | | |
|--------------------------------|--------------------|-------------|---------|
| Assessor Parcel Number: | [APN #] | PIN: | [PIN #] |
| Property Address: | [Property Address] | | |

[Questions?](#)
(650) 903-6136
MVRent@mountainview.gov
Mountainview.gov/rsp

298 Escuela Ave
Mountain View, CA 94040

[Ways to Pay and Register](#)
Online:
mrent.mountainview.gov

Mail:
298 Escuela Ave.
Mountain View, CA 94040

| | Annual Fee Per Unit | Number of Units | Total |
|---|---------------------|-----------------|------------------------------------|
| Fully Covered/ Partially Covered Units | \$108.00 | 2 | \$216.00 |
| Exempt Units | \$0.00 | 0 | \$0.00 |
| Penalties | | | |
| <ul style="list-style-type: none"> Late fees of 4% per unit per month for not paying annual rental housing fees Late fees of \$25 per unit per month for not completing the annual registration | | | Rental Housing Fee Total |
| | | | \$216.00 |
| | | | Late Rental Housing Fee Penalties* |
| | | | \$0.00 |
| | | | Non-Registration Penalties* |
| | | | \$0.00 |
| *See insert for more details. | | | Total Due |
| | | | \$216.00 |

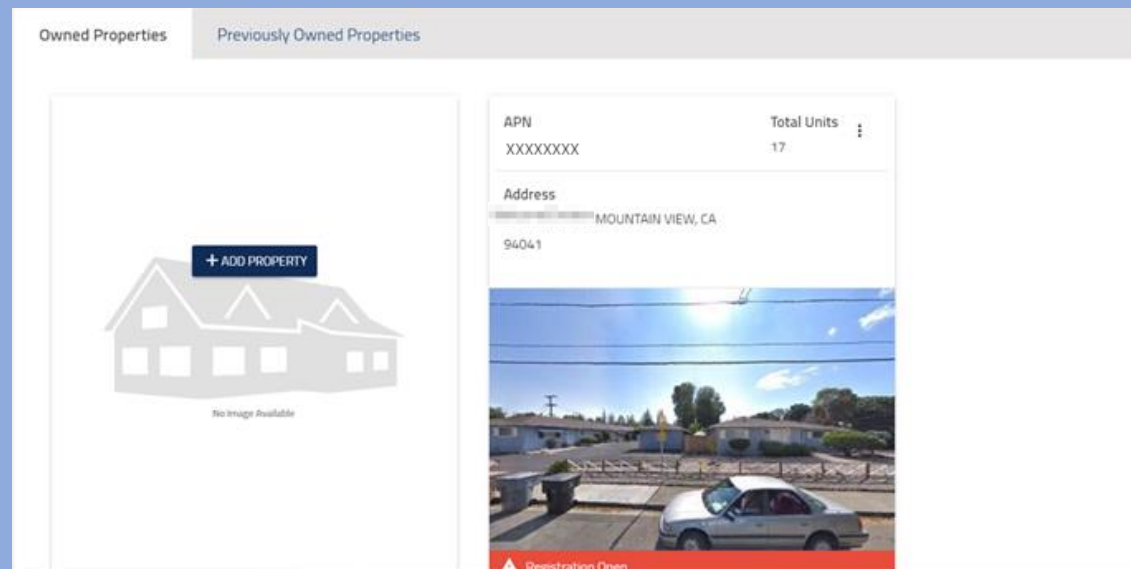
Rental Housing Fee

The CSFRA requires landlords pay an annual Rental Housing Fee established by the Rental Housing Committee (RHC) to fund the reasonable and necessary expenses of implementing the program. On June 12, 2023, the RHC adopted the FY 2023-24 budget and established the annual Rental Housing Fee of \$108.00 per unit. Payment of this fee is due January 31, 2024. Invoices for previous years will have different per unit fees. Any unpaid balance for past-due annual rental housing fees and penalties from prior years or previous owners remain due.

Step 8: Property Profile

You have successfully added the property to your profile!

Click into the property to edit the property details or click “Add Property” to add another property to your profile



Property Registration

mvrent.mountainview.gov



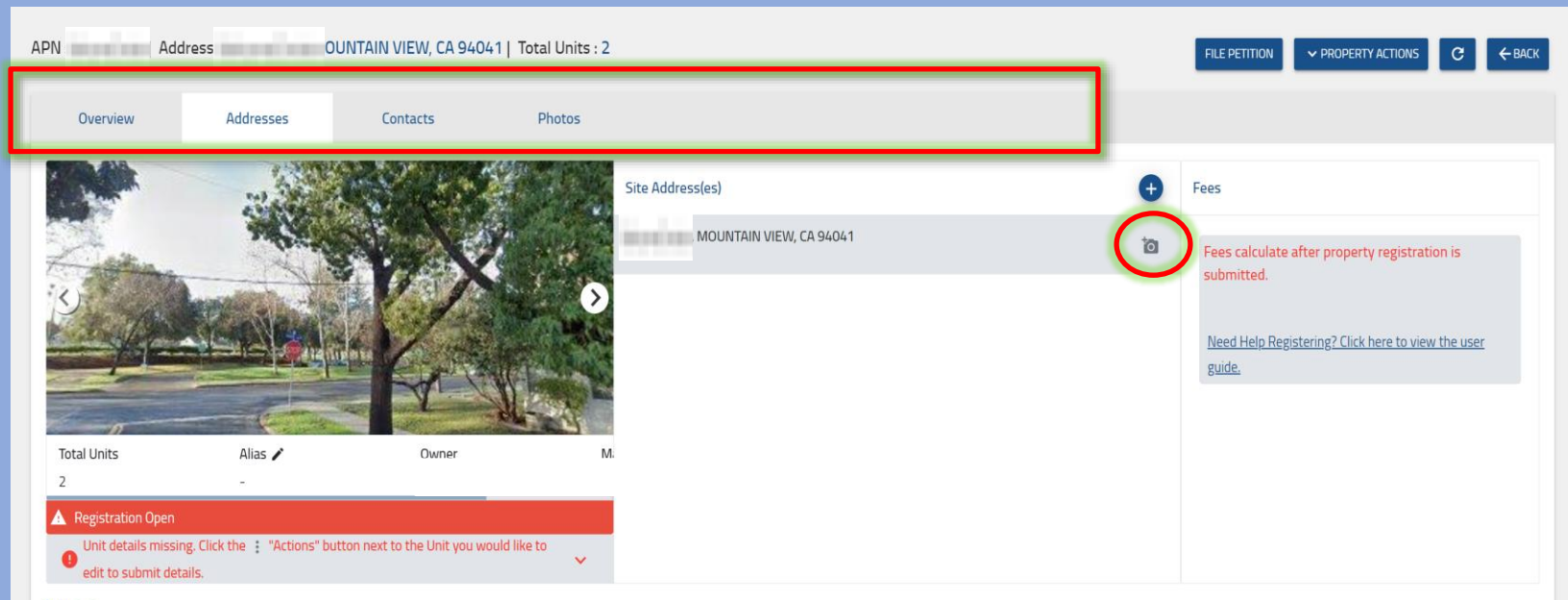
[Back to table of contents](#)

Step 1: Property Details

Property registration allows you to manage multiple properties, update contact information and file for exemptions

Required information for property registration:

- Owner Contact
- Manager Contact
- Add unit information



APN [REDACTED] Address [REDACTED] MOUNTAIN VIEW, CA 94041 | Total Units : 2

FILE PETITION PROPERTY ACTIONS ↻ ← BACK

Overview **Addresses** Contacts Photos

Site Address(es)

[REDACTED] MOUNTAIN VIEW, CA 94041

Fees

Fees calculate after property registration is submitted.

[Need Help Registering? Click here to view the user guide.](#)

| Total Units | Alias | Owner | M. |
|-------------|-------|-------|----|
| 2 | - | | |

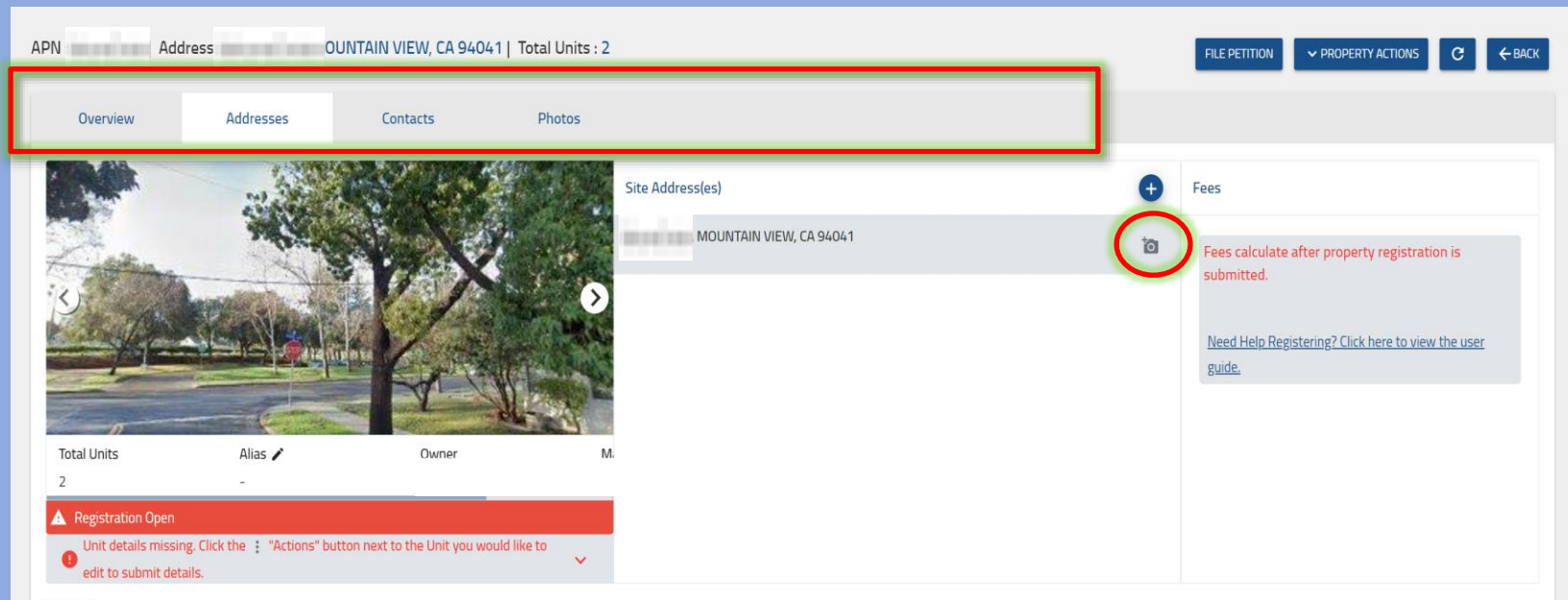
Registration Open

Unit details missing. Click the "Actions" button next to the Unit you would like to edit to submit details.

Step 1: Property Details

Navigate through the tabs on the top of the page to view/add property information

Upload additional property pictures by clicking on the camera icon



APN [REDACTED] Address [REDACTED] MOUNTAIN VIEW, CA 94041 | Total Units : 2

FILE PETITION PROPERTY ACTIONS ↻ ← BACK

Overview **Addresses** Contacts Photos

Site Address(es)

[REDACTED] MOUNTAIN VIEW, CA 94041

+ Fees

Fees calculate after property registration is submitted.

[Need Help Registering? Click here to view the user guide.](#)

| Total Units | Alias | Owner | M. |
|-------------|-------|-------|----|
| 2 | - | | |

⚠ Registration Open

Unit details missing. Click the ⓘ "Actions" button next to the Unit you would like to edit to submit details.

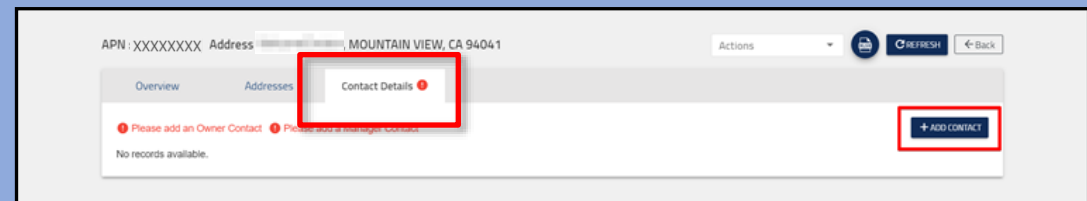
Step 2: Owner Contact Information

Navigate to the “**Contact Details**” tab

Click “**Add Contact**” and select Owner from drop down menu

Fill in all required information and click “**Add**”

*Be sure to scroll down to complete the form



APN : XXXXXXXX Address [redacted], MOUNTAIN VIEW, CA 94041

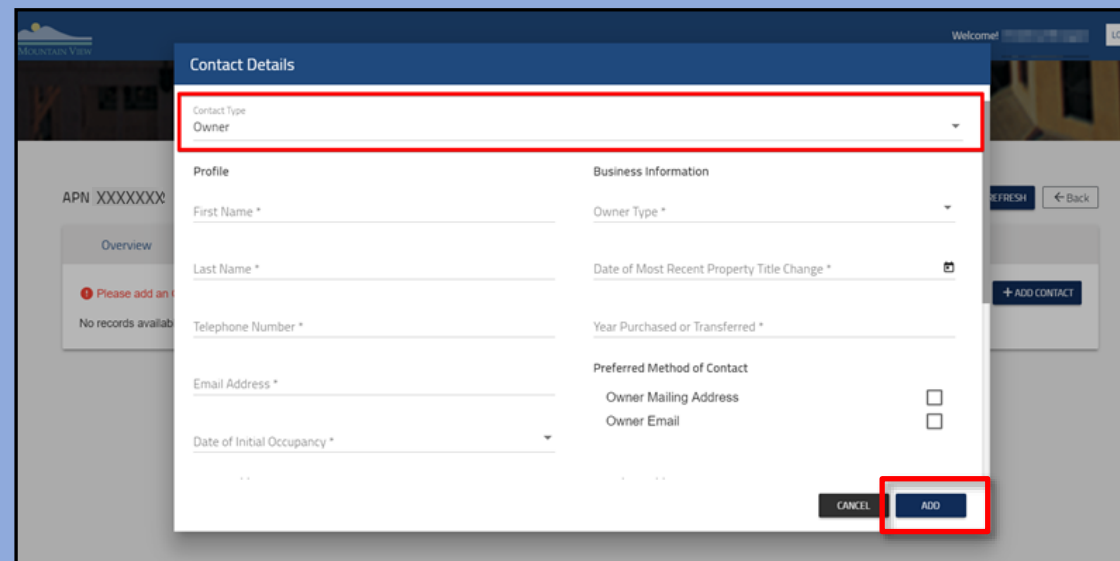
Actions [dropdown] [REFRESH] [Back]

Overview Addresses **Contact Details** [red box]

[red box] Please add an Owner Contact [red box] Please add a Mailing Address

No records available.

[red box] + ADD CONTACT



Welcome! [dropdown] [LOG]

Contact Details

Contact Type
Owner [red box]

| | |
|-----------------------------|--|
| Profile | Business Information |
| First Name * | Owner Type * |
| Last Name * | Date of Most Recent Property Title Change * |
| Telephone Number * | Year Purchased or Transferred * |
| Email Address * | Preferred Method of Contact |
| Date of Initial Occupancy * | Owner Mailing Address <input type="checkbox"/> |
| | Owner Email <input type="checkbox"/> |

[CANCEL] [red box] ADD

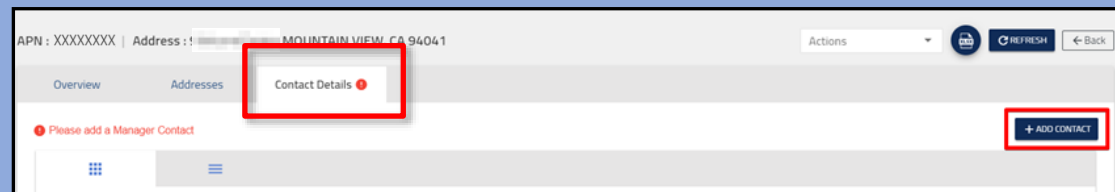
Step 3: Manager Contact Information

Navigate to the “**Contact Details**” tab

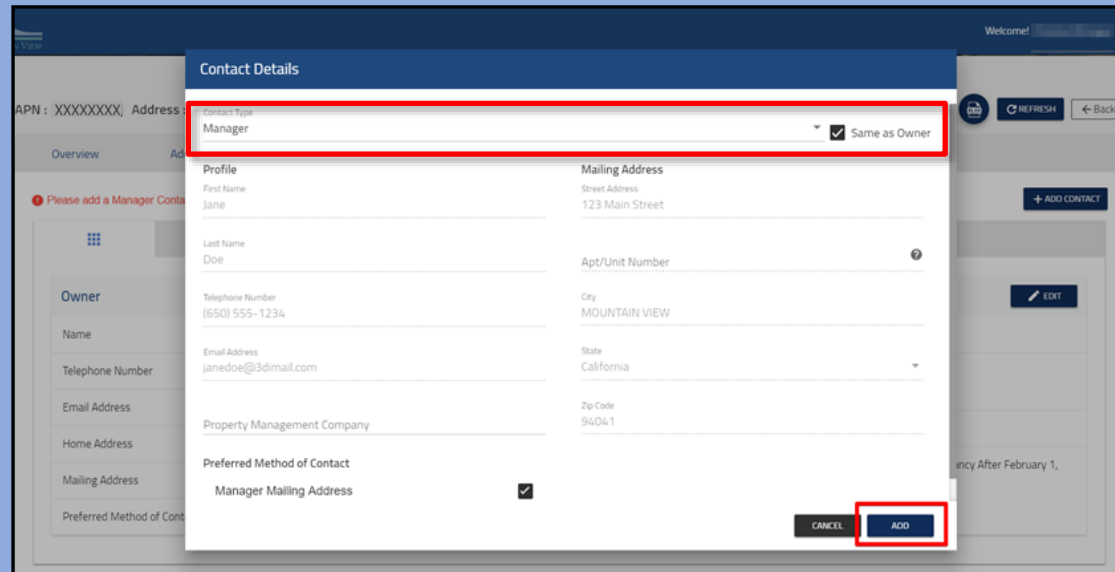
Click “**Add Contact**” and select Manager from drop down menu

Fill in all required information and click “**Add**”

*Click “Same as Owner” box to prefill form with owner’s information



This screenshot shows the top navigation bar of the system interface. The 'Contact Details' tab is highlighted with a red box. In the top right corner, there is a '+ ADD CONTACT' button, also highlighted with a red box. The page title includes 'APN: XXXXXXXX' and 'Address: MOUNTAIN VIEW, CA 94041'.



This screenshot shows the 'Contact Details' form. The 'Contact Type' dropdown menu is set to 'Manager' and is highlighted with a red box. The 'Same as Owner' checkbox is checked and also highlighted with a red box. The form contains fields for Profile (First Name: Jane, Last Name: Doe, Telephone Number: (650) 555-1234, Email Address: janedoe@3dimail.com), Mailing Address (Street Address: 123 Main Street, City: MOUNTAIN VIEW, State: California, Zip Code: 94041), and Preferred Method of Contact (Manager Mailing Address, checked). At the bottom right, there are 'CANCEL' and 'ADD' buttons, with the 'ADD' button highlighted by a red box.

Add Units to Property Profile

Add Units Individually or Mass Upload Unit Information

mvrent.mountainview.gov

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Add Site Address

If your property has more than one site address, you can add the Site Address to your APN

Click “**Add**” to add a new Site Address

Fill in required information and click “**Submit**”

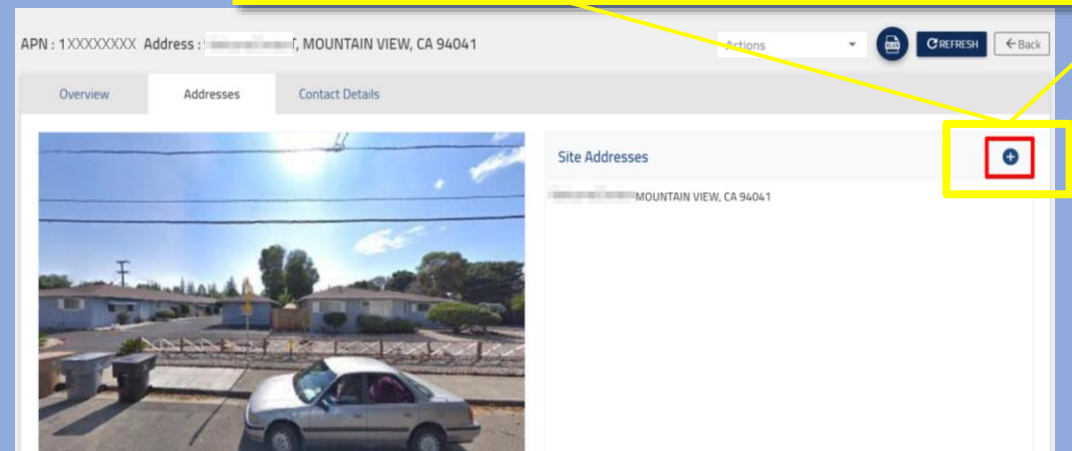
Once the address is added, it appears in the Site Addresses section



The screenshot shows a form titled "Add New Site Address" with the following fields:

| | | |
|--------------------------------------|--|-------------------------------------|
| Enter House No * [input field] | House Fraction Number [dropdown menu] | Street Direction [dropdown menu] |
| Enter Street Name * [input field] | Select suffix * STREET | Enter City MOUNTAIN VIEW |
| Enter State Name CA | Enter Zip Code * 94041 | |

At the bottom right of the form are two buttons: "CANCEL" and "ADD". The "ADD" button is highlighted with a red box.



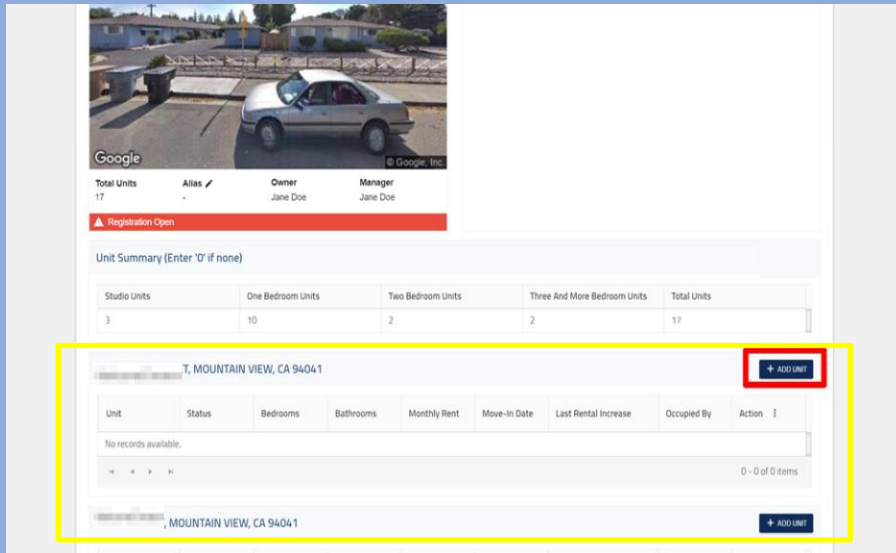
The screenshot shows the property details page for APN: 1XXXXXXX. The "Addresses" tab is selected. On the left is a photo of a residential property. On the right is the "Site Addresses" section, which currently contains one entry: "MOUNTAIN VIEW, CA 94041". A red box highlights a plus sign (+) icon in the top right corner of the "Site Addresses" section, indicating where to click to add a new address. A yellow box highlights the "ADD" button from the previous form, with lines connecting it to the plus sign icon.

Add Units Individually

Click **“Add Unit”** in the property unit section

Enter the unit number and other required information

Click **“Add”** to save the unit information



Google

Total Units 17 Alias ✓ Owner Jane Doe Manager Jane Doe

Registration Open

Unit Summary (Enter '0' if none)

| Studio Units | One Bedroom Units | Two Bedroom Units | Three And More Bedroom Units | Total Units |
|--------------|-------------------|-------------------|------------------------------|-------------|
| 3 | 10 | 2 | 2 | 17 |

T, MOUNTAIN VIEW, CA 94041 **+ ADD UNIT**

| Unit | Status | Bedrooms | Bathrooms | Monthly Rent | Move-In Date | Last Rental Increase | Occupied By | Action |
|-----------------------|--------|----------|-----------|--------------|--------------|----------------------|-------------|--------|
| No records available. | | | | | | | | |

0 - 0 of 0 items

MOUNTAIN VIEW, CA 94041 **+ ADD UNIT**

Add Unit

Select Site Address (Required) *
MOUNTAIN VIEW, CA 94041

Enter Unit Number *
1

Number of Bedrooms *
1 Bedroom

Enter Unit Move In Date *
1/1/2023

Enter Current Monthly Rent *
\$2,000.00

Last Monthly Unit Rent Increase Percent *
0.00%

Select Unit Occupant *
Tenant

Number of Bathrooms *
1

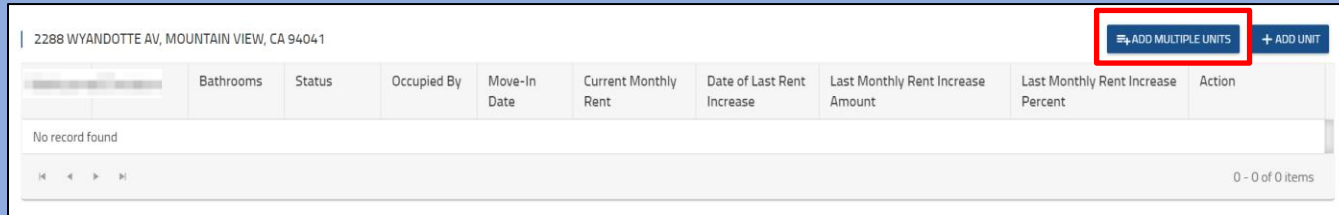
Date of Last Unit Rent Increase *
1/1/2023

Last Monthly Unit Rent Increase Amount *
\$0.00

CANCEL **ADD**

Mass Upload Units

Select **“Add Multiple Units”** from property unit section



2288 WYANDOTTE AV, MOUNTAIN VIEW, CA 94041

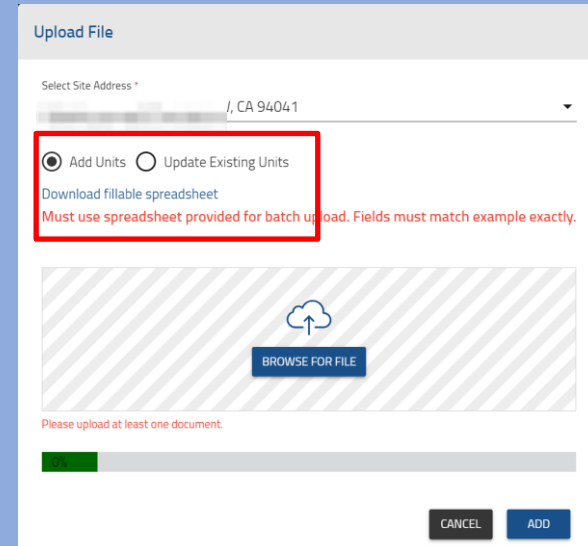
| | Bathrooms | Status | Occupied By | Move-In Date | Current Monthly Rent | Date of Last Rent Increase | Last Monthly Rent Increase Amount | Last Monthly Rent Increase Percent | Action |
|-----------------|-----------|--------|-------------|--------------|----------------------|----------------------------|-----------------------------------|------------------------------------|--------|
| No record found | | | | | | | | | |

0 - 0 of 0 items

For 1st time users click: **“Add Units”**

For annual renewal click: **“Update Existing Units”**

Click **“Download Fillable Spreadsheet”** from the pop up



Upload File

Select Site Address *
/, CA 94041

Add Units Update Existing Units

Download fillable spreadsheet
Must use spreadsheet provided for batch upload. Fields must match example exactly.

BROWSE FOR FILE

Please upload at least one document.

CANCEL ADD

Mass Upload for 1st Time Users

Download the Excel spreadsheet to your computer and enter data

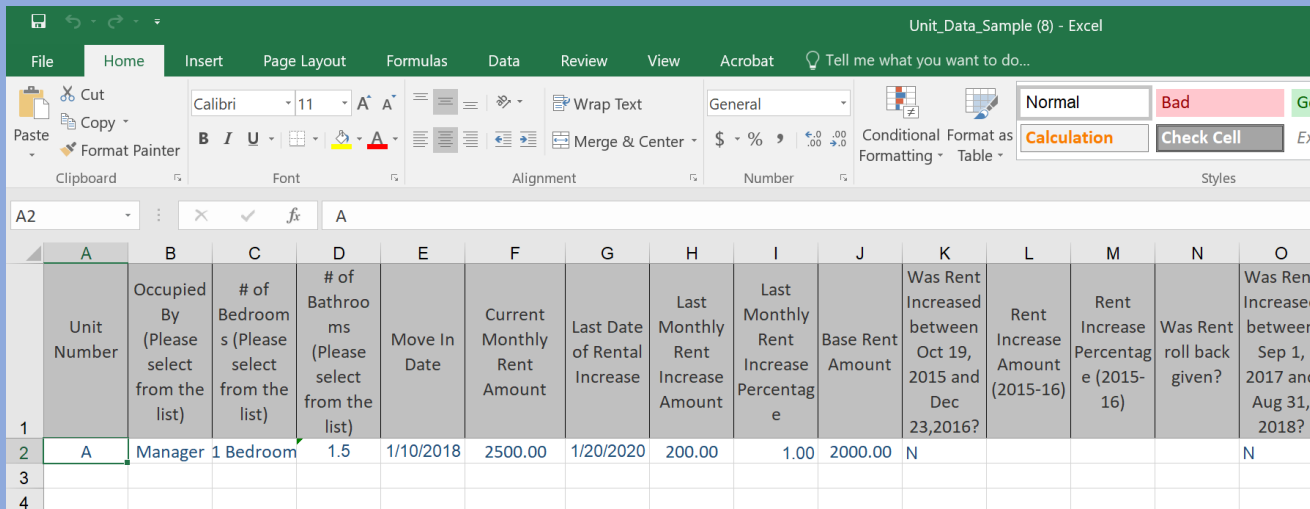
*use "0" if there has been no rent increase

Save the completed Excel spreadsheet to your computer

Any errors in the document may result in upload failure

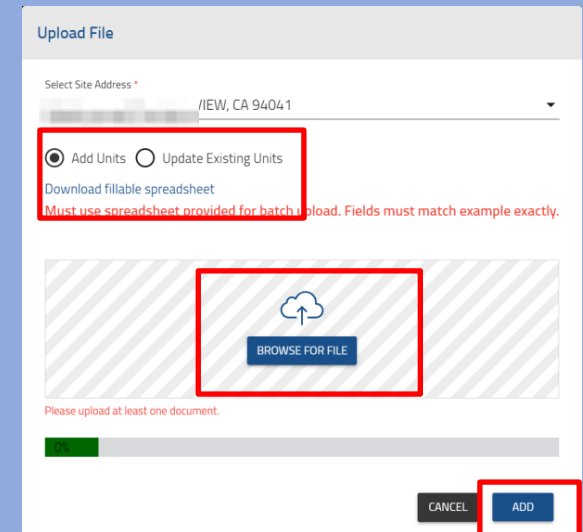
Upload the spreadsheet by clicking "**Browse For File**"

Click "**Add**" to upload unit information



| Unit Number | Occupied By (Please select from the list) | # of Bedrooms (Please select from the list) | # of Bathrooms (Please select from the list) | Move In Date | Current Monthly Rent Amount | Last Date of Rental Increase | Last Monthly Rent Increase Amount | Last Monthly Rent Increase Percentage | Base Rent Amount | Was Rent Increased between Oct 19, 2015 and Dec 23, 2016? | Rent Increase Amount (2015-16) | Rent Increase Percentage (2015-16) | Was Rent roll back given? | Was Rent Increased between Sep 1, 2017 and Aug 31, 2018? |
|-------------|---|---|--|--------------|-----------------------------|------------------------------|-----------------------------------|---------------------------------------|------------------|---|--------------------------------|------------------------------------|---------------------------|--|
| A | Manager | 1 Bedroom | 1.5 | 1/10/2018 | 2500.00 | 1/20/2020 | 200.00 | 1.00 | 2000.00 | N | | | | N |
| | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |

* Delete example row before uploading document



Upload File

Select Site Address *
/IEW, CA 94041

Add Units Update Existing Units

Download fillable spreadsheet
Must use spreadsheet provided for batch upload. Fields must match example exactly.

BROWSE FOR FILE

Please upload at least one document.

CANCEL ADD

Mass Upload for Annual Renewal

Important: Mass upload option for annual renewal can **ONLY** be used to update rents and percentages.

For unit vacancy and turnover, you must submit a unit amendment.

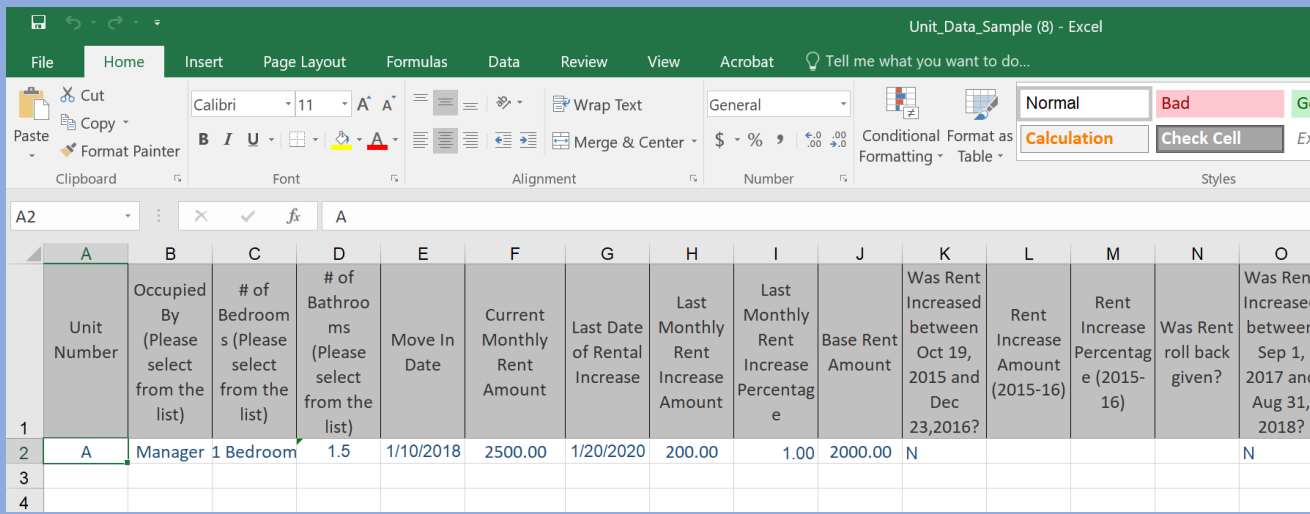
Download the Excel spreadsheet to your computer

Update the spreadsheet and save it to your computer

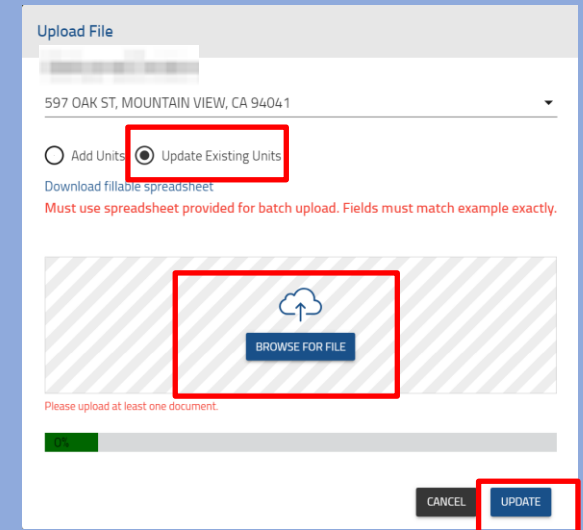
Any errors in the document may result in upload failure

Upload the spreadsheet by clicking “**Browse For File**”

Click “**Update**” to upload unit information



| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O |
|---|-------------|---|---|--|--------------|-----------------------------|------------------------------|-----------------------------------|---------------------------------------|------------------|---|--------------------------------|------------------------------------|---------------------------|--|
| | Unit Number | Occupied By (Please select from the list) | # of Bedrooms (Please select from the list) | # of Bathrooms (Please select from the list) | Move In Date | Current Monthly Rent Amount | Last Date of Rental Increase | Last Monthly Rent Increase Amount | Last Monthly Rent Increase Percentage | Base Rent Amount | Was Rent Increased between Oct 19, 2015 and Dec 23, 2016? | Rent Increase Amount (2015-16) | Rent Increase Percentage (2015-16) | Was Rent roll back given? | Was Rent Increased between Sep 1, 2017 and Aug 31, 2018? |
| 1 | | | | | | | | | | | | | | | |
| 2 | A | Manager | 1 Bedroom | 1.5 | 1/10/2018 | 2500.00 | 1/20/2020 | 200.00 | 1.00 | 2000.00 | N | | | | N |
| 3 | | | | | | | | | | | | | | | |
| 4 | | | | | | | | | | | | | | | |



Upload File

597 OAK ST, MOUNTAIN VIEW, CA 94041

Add Units Update Existing Units

Download fillable spreadsheet

Must use spreadsheet provided for batch upload. Fields must match example exactly.

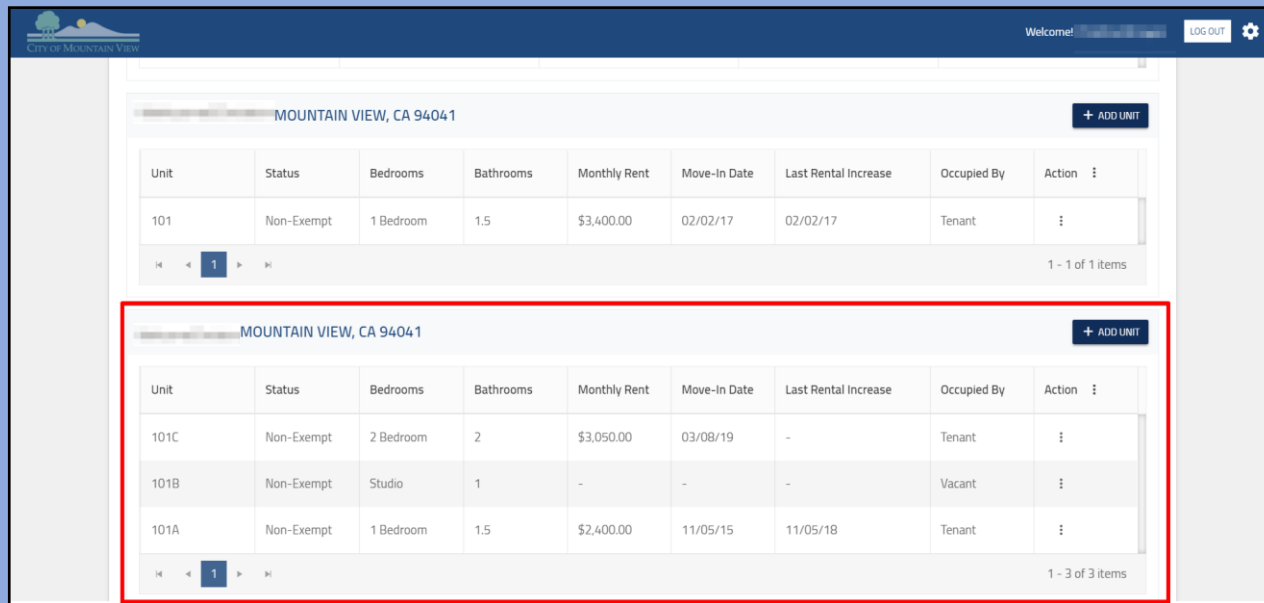
BROWSE FOR FILE

Please upload at least one document.

CANCEL **UPDATE**

Unit Display

The newly added/updated unit(s) appear in the Site Address's Unit table. If your unit qualifies for an Exemption, you need to submit an Exemption Request. Click here for directions to [submit an Exemption request](#).



The screenshot displays two tables for the address MOUNTAIN VIEW, CA 94041. The top table shows one unit (101). The bottom table, highlighted with a red border, shows three units (101C, 101B, and 101A).

| Unit | Status | Bedrooms | Bathrooms | Monthly Rent | Move-In Date | Last Rental Increase | Occupied By | Action |
|------|------------|-----------|-----------|--------------|--------------|----------------------|-------------|--------|
| 101 | Non-Exempt | 1 Bedroom | 1.5 | \$3,400.00 | 02/02/17 | 02/02/17 | Tenant | ⋮ |

| Unit | Status | Bedrooms | Bathrooms | Monthly Rent | Move-In Date | Last Rental Increase | Occupied By | Action |
|------|------------|-----------|-----------|--------------|--------------|----------------------|-------------|--------|
| 101C | Non-Exempt | 2 Bedroom | 2 | \$3,050.00 | 03/08/19 | - | Tenant | ⋮ |
| 101B | Non-Exempt | Studio | 1 | - | - | - | Vacant | ⋮ |
| 101A | Non-Exempt | 1 Bedroom | 1.5 | \$2,400.00 | 11/05/15 | 11/05/18 | Tenant | ⋮ |

Step 5: Exemptions

If your property does not qualify for unit or property exemptions skip this step to finalize and submit your property registration.

[To skip this step, click here.](#)

If your unit or property qualifies for an exemption you **MUST** submit exemption requests **PRIOR** to submitting your registration.

To learn how to submit an exemption request on the property click [here.](#)

To learn how to submit an exemption request on a unit(s) click [here.](#)

Property Exemptions

Property exemptions apply to:

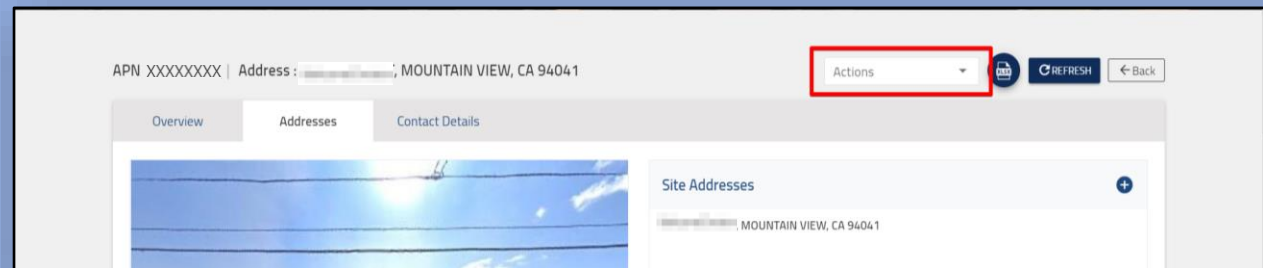
- Properties built after December 23, 2016
- Government or subsidized rental properties



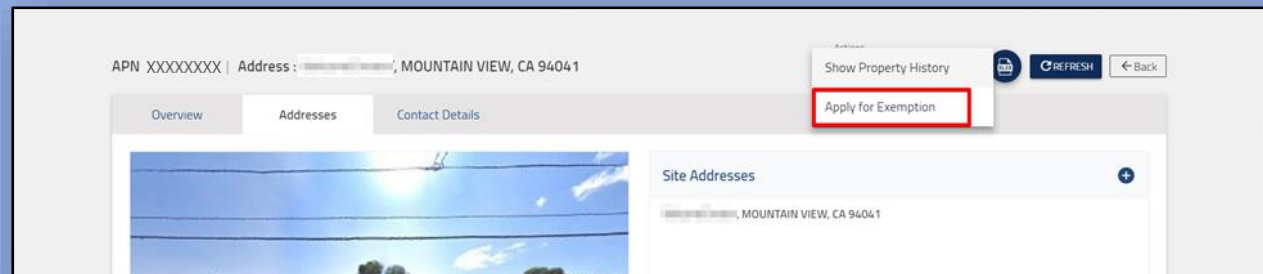
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Step 1: Property Exemption

Click the “**Actions**” menu at the top of the property profile



Select “**Apply for Exemption**” in the dropdown menu



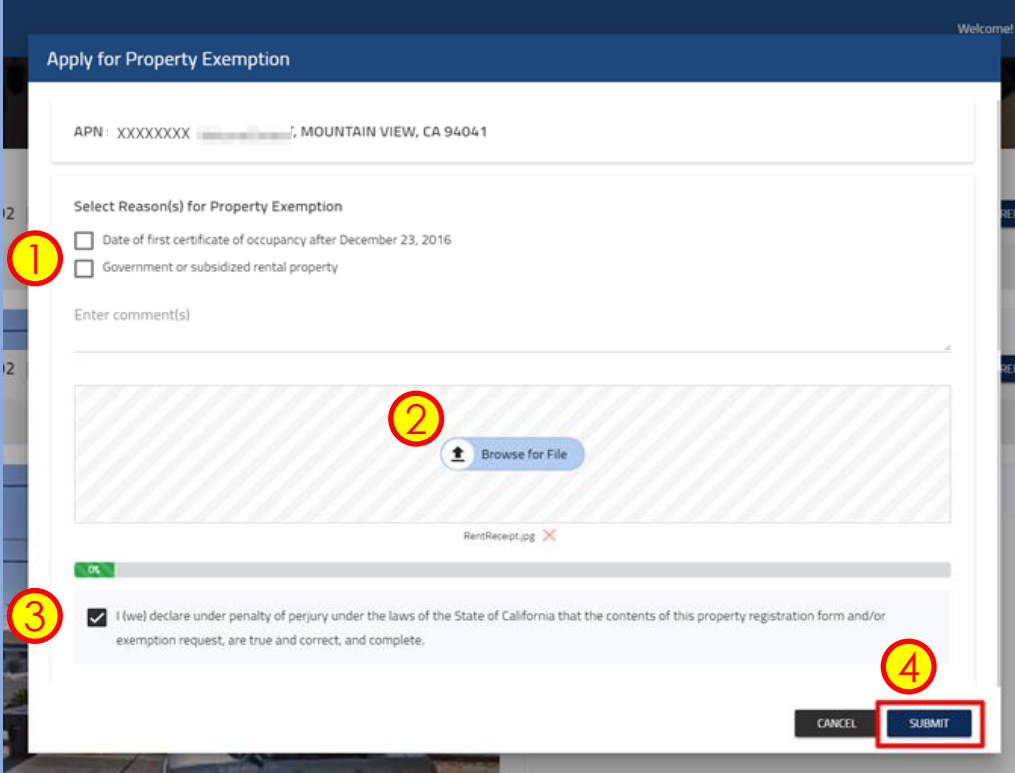
Step 2: Property Exemption

1. Select the reason for the property exemption

2. Upload document(s) to support your request by clicking “**Browse For File**”

3. Select the box indicating you are submitting the information under penalty of perjury

4. Click “**Submit**” to submit the exemption request



The screenshot shows the 'Apply for Property Exemption' web form. The form includes the following elements:

- APN: XXXXXXXX, MOUNTAIN VIEW, CA 94041
- 1**: 'Select Reason(s) for Property Exemption' section with two checkboxes:
 - Date of first certificate of occupancy after December 23, 2016
 - Government or subsidized rental property
- Enter comment(s) text area
- 2**: A large shaded area with a 'Browse for File' button and a file upload icon.
- RentReceipt.jpg X
- 0% progress bar
- 3**: A checkbox labeled 'I (we) declare under penalty of perjury under the laws of the State of California that the contents of this property registration form and/or exemption request, are true and correct, and complete.'
- 4**: 'SUBMIT' button (highlighted with a red box) and 'CANCEL' button.

Unit Exemptions

Unit exemptions apply to:

- Owner occupies the unit as their primary residence
- Owner spouse, domestic partner, children, parent(s) or grandparent(s) occupy the unit as their primary residence
- Duplex



[Back to table of contents](#)

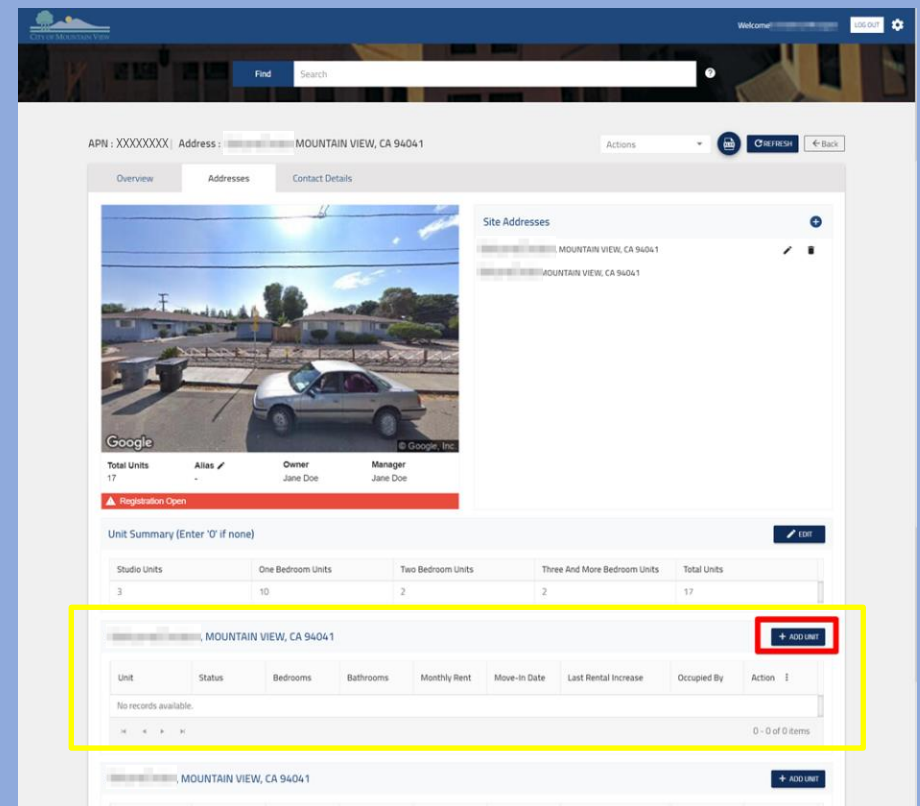
Step 1: Unit Exemption

In order to file a unit exemption, you must first add units to the property profile.

Click **“Add Unit”** in the property unit section

[Click here for “Add Unit\(s\) to Property” Instructions](#)

Enter unit number and other required information then click **“Add”**



APN: XXXXXXXX | Address: MOUNTAIN VIEW, CA 94041

Overview | Addresses | Contact Details

Site Addresses

Total Units: 17 | Owner: Jane Doe | Manager: Jane Doe

Registration Open

| Studio Units | One Bedroom Units | Two Bedroom Units | Three And More Bedroom Units | Total Units |
|--------------|-------------------|-------------------|------------------------------|-------------|
| 3 | 10 | 2 | 2 | 17 |

Unit Summary (Enter '0' if none)

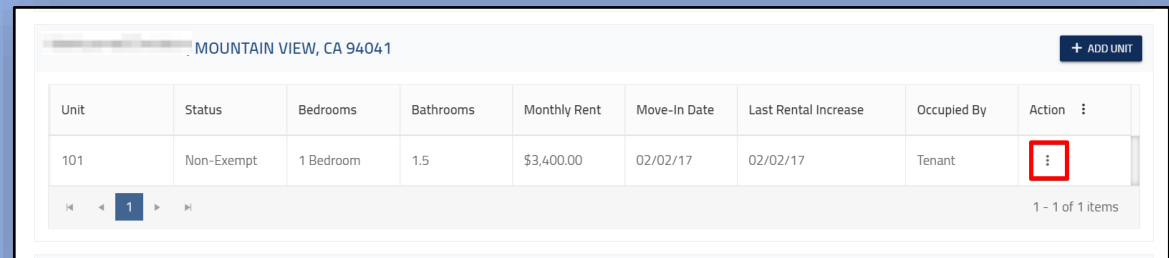
| Unit | Status | Bedrooms | Bathrooms | Monthly Rent | Move-In Date | Last Rental Increase | Occupied By | Action |
|-----------------------|--------|----------|-----------|--------------|--------------|----------------------|-------------|--------|
| No records available. | | | | | | | | |

0 - 0 of 0 items

ADD UNIT

Step 2: Unit Exemption

Click the Actions menu to the right of the desired unit

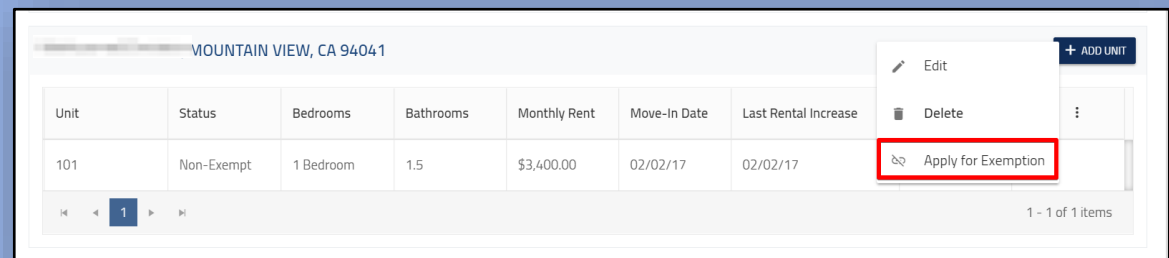


MOUNTAIN VIEW, CA 94041 + ADD UNIT

| Unit | Status | Bedrooms | Bathrooms | Monthly Rent | Move-In Date | Last Rental Increase | Occupied By | Action |
|------|------------|-----------|-----------|--------------|--------------|----------------------|-------------|--------|
| 101 | Non-Exempt | 1 Bedroom | 1.5 | \$3,400.00 | 02/02/17 | 02/02/17 | Tenant | ⋮ |

1 - 1 of 1 items

Select “**Apply for Exemption**” in the dropdown menu



MOUNTAIN VIEW, CA 94041 + ADD UNIT

| Unit | Status | Bedrooms | Bathrooms | Monthly Rent | Move-In Date | Last Rental Increase | Occupied By | Action |
|------|------------|-----------|-----------|--------------|--------------|----------------------|-------------|--|
| 101 | Non-Exempt | 1 Bedroom | 1.5 | \$3,400.00 | 02/02/17 | 02/02/17 | Tenant | <ul style="list-style-type: none">EditDeleteApply for Exemption |

1 - 1 of 1 items

Step 3: Unit Exemption

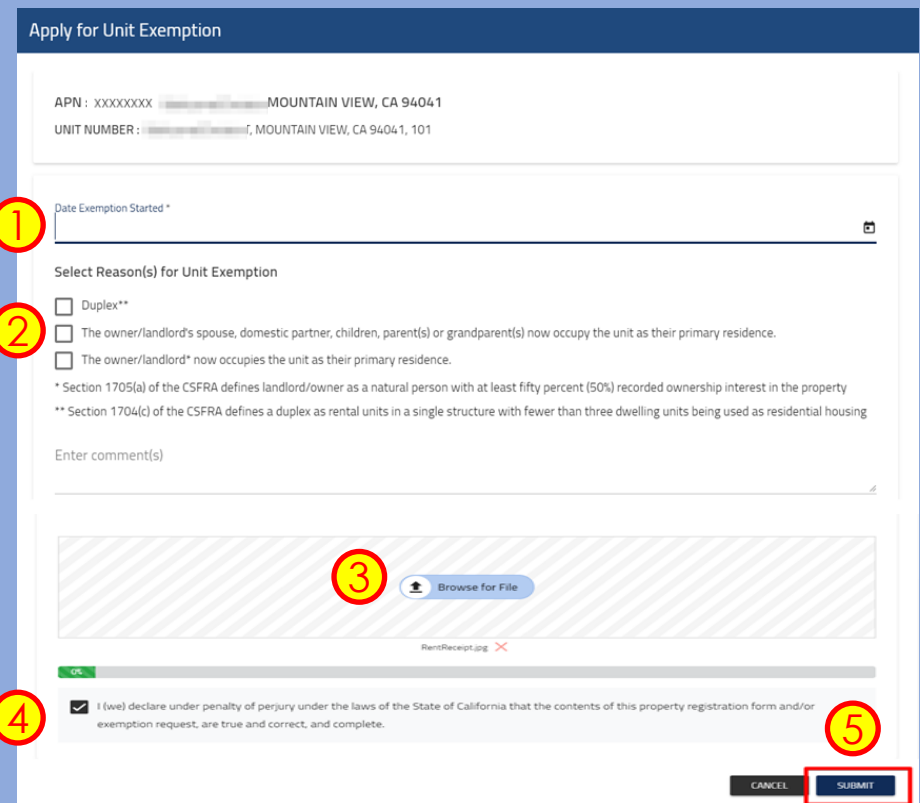
1. Enter the date exemption started

2. Select the reason for the exemption

3. Upload document(s) to support your request by clicking “**Browse For File**”

4. Select the box indicating you are submitting the information under penalty of perjury

5. Click “**Submit**” to submit the exemption request



Apply for Unit Exemption

APN : xxxxxxxx MOUNTAIN VIEW, CA 94041
UNIT NUMBER : MOUNTAIN VIEW, CA 94041, 101

1 Date Exemption Started *

Select Reason(s) for Unit Exemption

2 Duplex**
 The owner/landlord's spouse, domestic partner, children, parent(s) or grandparent(s) now occupy the unit as their primary residence.
 The owner/landlord* now occupies the unit as their primary residence.

* Section 1705(a) of the CSFRA defines landlord/owner as a natural person with at least fifty percent (50%) recorded ownership interest in the property
** Section 1704(c) of the CSFRA defines a duplex as rental units in a single structure with fewer than three dwelling units being used as residential housing

Enter comment(s)

3

RentReceipt.jpg

4 I (we) declare under penalty of perjury under the laws of the State of California that the contents of this property registration form and/or exemption request, are true and correct, and complete.

5

Finish and Submit

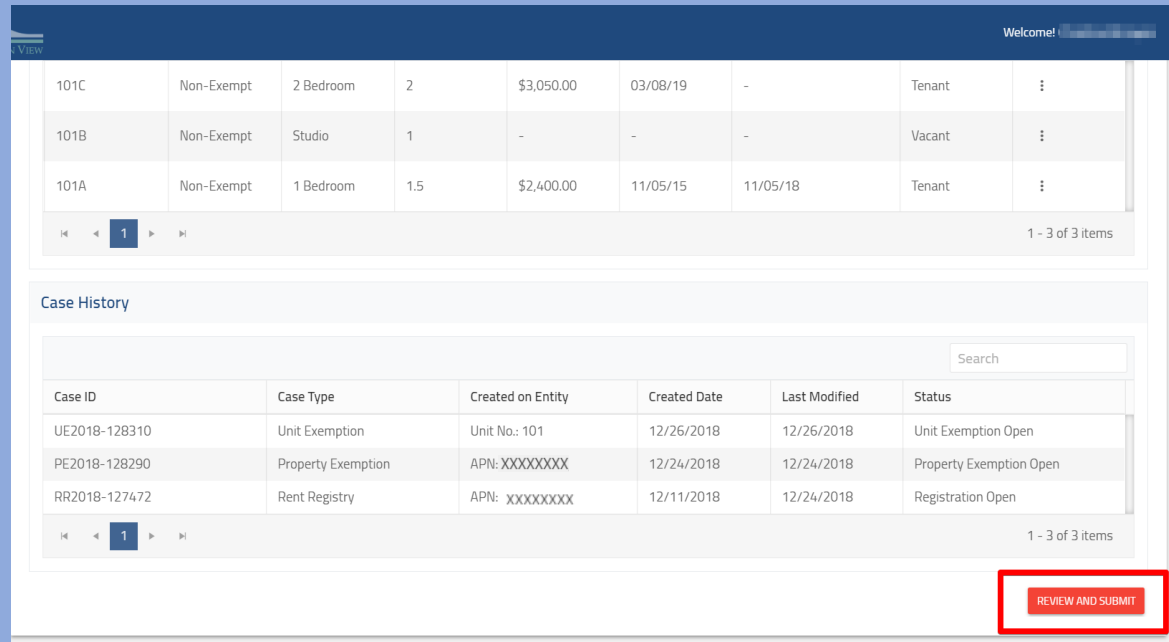
mvrent.mountainview.gov

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Step 1: Finalize

Now that you entered the required information, you are ready to submit your registration!

Click **“Review And Submit”** at the bottom of the page



The screenshot displays a web application interface for registration. At the top right, it says "Welcome!". Below this is a table with 10 columns: Unit ID, Exemption Type, Unit Type, Units, Rent, Start Date, End Date, Status, and Actions. The table contains three rows of data. Below the table is a pagination control showing "1" of 3 items. Underneath is a "Case History" section with a search bar and a table with 6 columns: Case ID, Case Type, Created on Entity, Created Date, Last Modified, and Status. This table contains three rows of case history. At the bottom right of the interface, a red box highlights a button labeled "REVIEW AND SUBMIT".

| Unit ID | Exemption Type | Unit Type | Units | Rent | Start Date | End Date | Status | Actions |
|---------|----------------|-----------|-------|------------|------------|----------|--------|---------|
| 101C | Non-Exempt | 2 Bedroom | 2 | \$3,050.00 | 03/08/19 | - | Tenant | ⋮ |
| 101B | Non-Exempt | Studio | 1 | - | - | - | Vacant | ⋮ |
| 101A | Non-Exempt | 1 Bedroom | 1.5 | \$2,400.00 | 11/05/15 | 11/05/18 | Tenant | ⋮ |

1 - 3 of 3 items

Case History

Search

| Case ID | Case Type | Created on Entity | Created Date | Last Modified | Status |
|---------------|--------------------|-------------------|--------------|---------------|-------------------------|
| UE2018-128310 | Unit Exemption | Unit No.: 101 | 12/26/2018 | 12/26/2018 | Unit Exemption Open |
| PE2018-128290 | Property Exemption | APN: XXXXXXXX | 12/24/2018 | 12/24/2018 | Property Exemption Open |
| RR2018-127472 | Rent Registry | APN: xxxxxxxx | 12/11/2018 | 12/24/2018 | Registration Open |

1 - 3 of 3 items

REVIEW AND SUBMIT

Step 2: Review

Review information for accuracy

If information is not correct, click **“Back”** at the top of the page

If all information is correct, click **“Submit”**

Review and Submit ← Back

APN Information

APN : XXXXXXXX
 Address : [REDACTED], MOUNTAIN VIEW, CA 94041
 Total Units : 17
 Alias : -

Site Addresses

[REDACTED], MOUNTAIN VIEW, CA 94041
 [REDACTED], MOUNTAIN VIEW, CA 94041

Owner

Name : Jane Doe
 Home Address : 123 Main Street MOUNTAIN VIEW, CA 94041
 Mailing Address : 123 Main Street MOUNTAIN VIEW, CA 94041
 Telephone Number : (650) 555-1234
 Email Address : janedoe@3dmail.com

Manager

Name : Jane Doe
 Mailing Address : 123 Main Street MOUNTAIN VIEW, CA 94041
 Telephone Number : (650) 555-1234
 Email Address : janedoe@3dmail.com

Unit Summary

| Studio Units | One Bedroom Units | Two Bedroom Units | Three And More Bedroom Units | Total Units |
|--------------|-------------------|-------------------|------------------------------|-------------|
| 3 | 10 | 2 | 2 | 17 |

[REDACTED] MOUNTAIN VIEW, CA 94041

| Unit | Status | Bedrooms | Bathrooms | Chapter 5/6 | Monthly Rent | Move-In Date | Last Rental Increase | Occupied By |
|------|-----------------------|-----------|-----------|-------------|--------------|--------------|----------------------|-------------|
| 101 | Applied for Exemption | 1 Bedroom | 1.5 | - | \$3,400.00 | 02/02/17 | 02/02/17 | Tenant |

[REDACTED] MOUNTAIN VIEW, CA 94041

| Unit | Status | Bedrooms | Bathrooms | Chapter 5/6 | Monthly Rent | Move-In Date | Last Rental Increase | Occupied By |
|------|------------|-----------|-----------|-------------|--------------|--------------|----------------------|-------------|
| 101C | Non-Exempt | 2 Bedroom | 2 | - | \$3,050.00 | 03/08/19 | - | Tenant |
| 101B | Non-Exempt | Studio | 1 | - | - | - | - | Vacant |
| 101A | Non-Exempt | 1 Bedroom | 1.5 | - | \$2,400.00 | 11/05/15 | 11/05/18 | Tenant |

Case History

| Case ID | Case Type | Created on Entity | Created Date | Last Modified | Status |
|---------------|--------------------|-------------------|--------------|---------------|-------------------------|
| UE2018-128310 | Unit Exemption | Unit No.: 101 | 12/26/2018 | 12/26/2018 | Unit Exemption Open |
| PE2018-128290 | Property Exemption | APN XXXXXXXX | 12/24/2018 | 12/24/2018 | Property Exemption Open |
| RR2018-127472 | Rent Registry | APN XXXXXXXX | 12/11/2018 | 12/24/2018 | Registration Open |

1 - 3 of 3 items

SUBMIT

Step 3: Submit

Check the **“Exemption Request”** box to acknowledge that you applied for all applicable exemptions

Note: If you need to go back and enter an exemption, click the “submit an exemption” link.

Select the **“Declaration Statement”** box indicating you are submitting the information under penalty of perjury

Enter your full name and Title
Click **“Submit”**

You will receive an email confirming the status of your registration

Declaration Statement

Please Note:

Exemption requests must be submitted for each unit you believe is not subject to the fee **before** completing your registration.

If exemptions apply, fees will be re-calculated after staff reviews and accepts the exemption request.

Staff will notify you by email if exemption requests are accepted, and fees are ready for payment.

Exemption Request(s)

By checking this box, I acknowledge that all unit exemption(s) and property exemption requests were submitted prior to completing the registration.

I claim:

[Need to submit an exemption request? Click here](#) to return to the home screen. Please review the [user guide](#) for information about submitting an exemption request.

Declaration Statement

I (we) declare under penalty of perjury under the laws of the State of California that the contents of this property registration form and/or exemption request, are true and correct, and complete.

Enter Full Name *

Andrea Kennedy

Select Title *

Owner

CANCEL

SUBMIT

Annual Registration

Review, update and resubmit property information by January 31st of each year.

Apply for yearly unit exemptions



 City of Mountain View

2024 Property Registration NOW OPEN

Click Here to go to registration portal: mvrent.mountainview.gov
Fee Payment and Registration Due January 31st, 2024

MVRent.mountainview.gov

- ✓ **PAY RENTAL HOUSING FEE ONLINE** through the **property portal** NEW
- ✓ Update unit rent information
- ✓ Update owner and manager contact
- ✓ File unit exemptions
- ✓ Submit property registration

\$108
2024 Rental Housing Fee
Per Unit



650-903-6136 | mvrent@mountainview.gov | 298 Escuela Ave. Mountain View, CA

Pay Fees

(new feature beginning 2024)

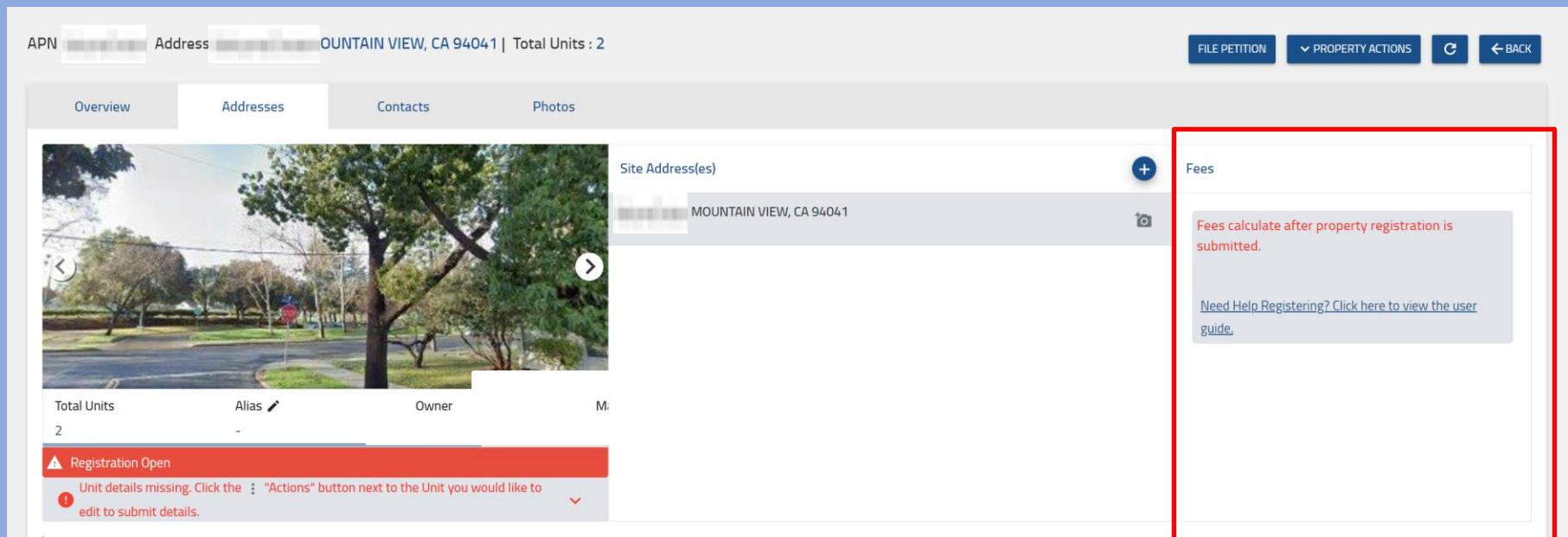
mvrent.mountainview.gov

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Rental Housing Fee / Mobile Home Space Fee

Pay Rental Housing Fees or Mobile Home Space Fees through the Rent Portal.

Fees calculate after all unit exemptions are reviewed and the property is submitted for registration.

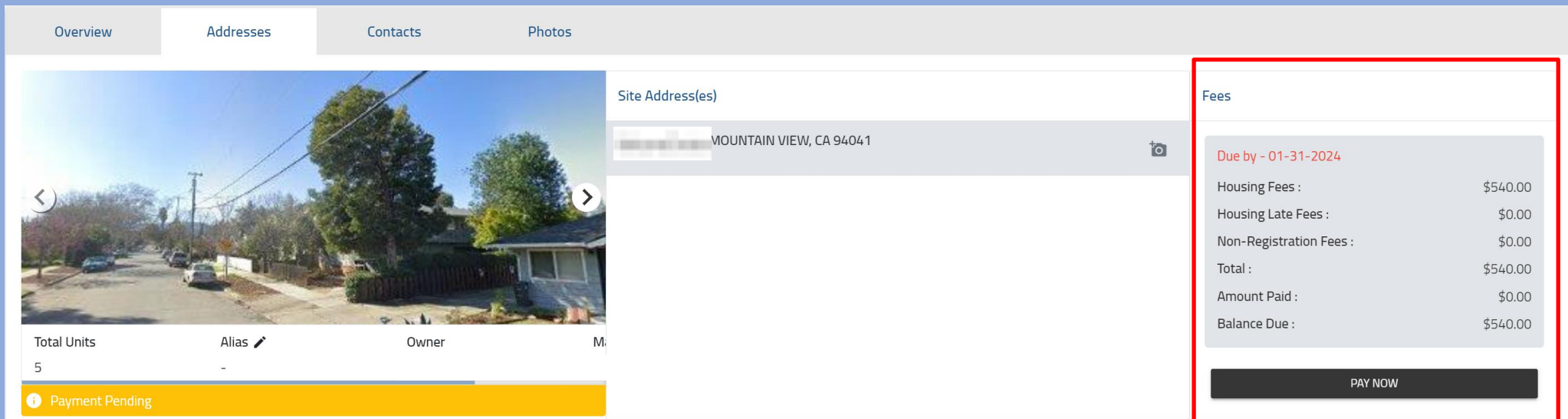


The screenshot displays the 'Addresses' tab of a property registration page. At the top, it shows 'APN [redacted] Address [redacted] MOUNTAIN VIEW, CA 94041 | Total Units : 2'. Navigation buttons include 'FILE PETITION', 'PROPERTY ACTIONS', a refresh icon, and '← BACK'. The 'Addresses' tab is active, showing a photo of a residential street and the 'Site Address(es)' as '[redacted] MOUNTAIN VIEW, CA 94041'. A 'Fees' section on the right contains a red message: 'Fees calculate after property registration is submitted.' Below this is a link: 'Need Help Registering? Click here to view the user guide.' A red banner at the bottom indicates 'Registration Open' and a warning: 'Unit details missing. Click the "Actions" button next to the Unit you would like to edit to submit details.'

Fee Payments

After property registration is submitted, fees calculate on the property page.

Click the **“Pay Now”** button to pay by credit card.



The screenshot shows a property page with the following elements:

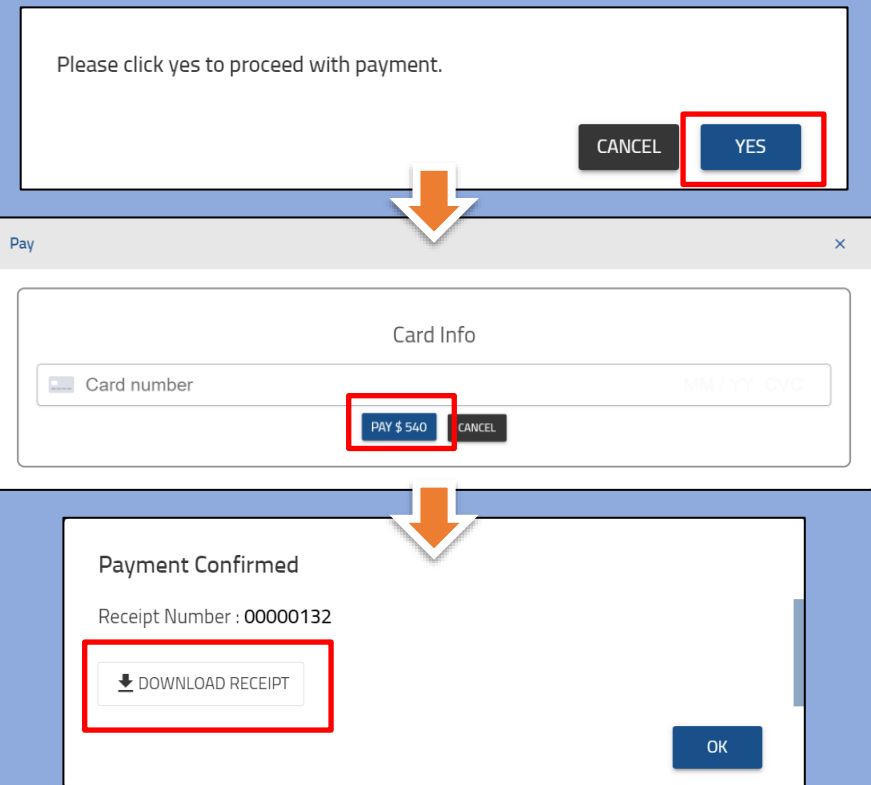
- Navigation tabs: Overview, Addresses, Contacts, Photos
- Property photo: A street view image of a residential area.
- Site Address(es): MOUNTAIN VIEW, CA 94041
- Property details: Total Units: 5, Alias: -, Owner: M...
- Payment status: Payment Pending (indicated by a yellow bar)
- Fees section (highlighted in red):
 - Due by - 01-31-2024
 - Housing Fees : \$540.00
 - Housing Late Fees : \$0.00
 - Non-Registration Fees : \$0.00
 - Total : \$540.00
 - Amount Paid : \$0.00
 - Balance Due : \$540.00
 - PAY NOW** button

Credit Card Payment

Click **“Yes”** to enter payment

Enter your credit card information and click **“Pay”**

Download your receipt from the payment confirmation pop-up.



Please click yes to proceed with payment.

CANCEL YES

Pay

Card Info

Card number

PAY \$ 540 CANCEL

Payment Confirmed

Receipt Number : 00000132

DOWNLOAD RECEIPT

OK

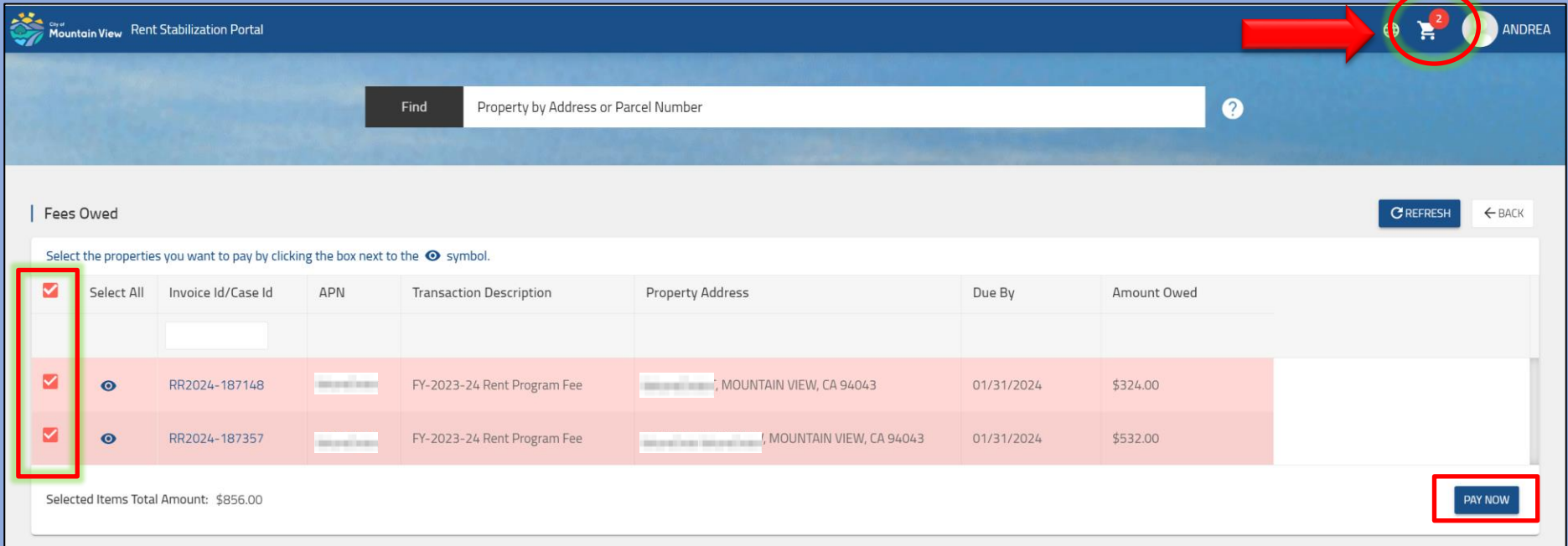
The image shows a three-step process for credit card payment. Step 1: A confirmation dialog box with the text 'Please click yes to proceed with payment.' and two buttons: 'CANCEL' and 'YES'. The 'YES' button is highlighted with a red box. Step 2: A 'Pay' dialog box titled 'Card Info' with a text input field for 'Card number' and a 'PAY \$ 540' button. The 'PAY \$ 540' button is highlighted with a red box. Step 3: A 'Payment Confirmed' dialog box showing 'Receipt Number : 00000132' and a 'DOWNLOAD RECEIPT' button. The 'DOWNLOAD RECEIPT' button is highlighted with a red box. Orange arrows indicate the flow from step 1 to step 2, and from step 2 to step 3.

Pay Multiple Fees at Once

After all properties are registered, select the shopping cart icon at the top of the page.

Select the box for each property you want to pay.

Select the **“Pay Now”** button at the bottom right of the page to pay by credit card.



The screenshot shows the 'Rent Stabilization Portal' interface. At the top right, a shopping cart icon with a '2' notification is circled in red, with a red arrow pointing to it from the left. Below the search bar, the 'Fees Owed' section contains a table with columns: Select All, Invoice Id/Case Id, APN, Transaction Description, Property Address, Due By, and Amount Owed. The first row is a 'Select All' row with a red-bordered checkbox. The next two rows are fee entries, each with a red-bordered checkbox. Below the table, the text 'Selected Items Total Amount: \$856.00' is displayed. At the bottom right, a blue 'PAY NOW' button is highlighted with a red border.

| <input checked="" type="checkbox"/> | Select All | Invoice Id/Case Id | APN | Transaction Description | Property Address | Due By | Amount Owed |
|-------------------------------------|--------------------------|--------------------|------------|-----------------------------|-------------------------------------|------------|-------------|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | RR2024-187148 | [REDACTED] | FY-2023-24 Rent Program Fee | [REDACTED], MOUNTAIN VIEW, CA 94043 | 01/31/2024 | \$324.00 |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | RR2024-187357 | [REDACTED] | FY-2023-24 Rent Program Fee | [REDACTED], MOUNTAIN VIEW, CA 94043 | 01/31/2024 | \$532.00 |

Selected Items Total Amount: \$856.00

PAY NOW

Next Steps

Once you submit registration
you can:

Submit
Termination
Notices

Submit
Termination
Notice Follow-up
(Coming Soon)

Submit Banked
Rent Increase
Notices

Submit Tenant
Buyout
Information

Submit Termination Notices

mvrent.mountainview.gov



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Termination Notices

Notices of Termination must be filed with the Rental Housing Committee within three (3) days of serving the Notice on the tenant.

9 Reasons for Termination

- | | |
|----------------------------|------------------------------------|
| 1. Failure to pay rent | 6. Repairs/temporary vacancies** |
| 2. Breach of Lease* | 7. Owner move-in** |
| 3. Nuisance* | 8. Withdrawal from rental market** |
| 4. Criminal Activity* | 9. Demolition** |
| 5. Failure to give Access* | |

* Requires Notice to Cease, before termination notice

** Requires payment of relocation assistance to qualifying households and right of first return

Submit Termination Notice

Click the Actions menu for the Unit you wish to submit a notice

Select **“Submit Termination Notice”** in the dropdown menu

MOUNTAIN VIEW, CA 94041 + ADD UNIT

| Unit | Status | Bedrooms | Bathrooms | Monthly Rent | Original Rent Amount | Move-In Date | Last Rental Increase | Occupied By | Action |
|------|------------|-----------|-----------|--------------|----------------------|--------------|----------------------|-------------|--------|
| 101A | Non-Exempt | 1 Bedroom | 1.5 | \$2,400.00 | \$2,300.00 | 11/05/15 | 11/05/18 | Tenant | ⋮ |
| 101C | Non-Exempt | 2 Bedroom | 2 | \$3,050.00 | \$3,050.00 | 03/08/19 | - | Tenant | ⋮ |

MOUNTAIN VIEW, CA 94041 + ADD UNIT

| Unit | Status | Bedrooms | Bathrooms | Monthly Rent | Original Rent Amount | Move-In Date | Last Rental Increase | Occupied By | Action |
|------|------------|-----------|-----------|--------------|----------------------|--------------|----------------------|-------------|--|
| 101A | Non-Exempt | 1 Bedroom | 1.5 | \$2,400.00 | \$2,300.00 | 11/05/15 | 11/05/18 | | <ul style="list-style-type: none"> Edit Delete Apply for Exemption Submit Banked Rent Increase Notice of 3 items Submit Tenant Buyout Agreement <li style="border: 2px solid red;"> Submit Termination Notice |
| 101C | Non-Exempt | 2 Bedroom | 2 | \$3,050.00 | \$3,050.00 | 03/08/19 | - | | |
| 101B | Non-Exempt | Studio | 1 | - | - | - | - | | |

Case History

| Case ID | Case Type | Created on Entity | Created Date | Last Modified |
|---------|-----------|-------------------|--------------|---------------|
| | | | | |

Submit Termination Notice

1. Enter the Tenant's
First and Last Name

2. Enter the date the notice was
served to the tenant

3. Select the reason for eviction
from the dropdown menu

Termination Notice

This form must be used by Landlords to file a copy of the Notice to Terminate. Notices of Termination must be filed with the Rental Housing Committee within three (3) days of serving the Notice on the tenant.

APN : ' xxxxxxxx [REDACTED], MOUNTAIN VIEW, CA 94041
UNIT NUMBER : [REDACTED] MOUNTAIN VIEW, CA 94041, 101A

Landlord/Company Name *

Tenant First Name * Tenant Last Name *

Date Notice Served to Tenant * **3** Select Reason for Eviction *

- Any notice to terminate tenancy must specify the basis on which the landlord seeks to terminate the tenancy. Section 1705(9)(e) of the CSFRA.
- For Breach of Lease, Nuisance, Criminal Activity and Failure to Give Access, the Landlord is required to serve the Tenant a Written Notice to Cease to provide the Tenant an opportunity to cure an alleged violation or problem prior to service of a notice to terminate tenancy. Section 1702(w) of the CSFRA.
- For terminations based on Necessary and Substantial Repairs Requiring Temporary Vacancy, Owner Move-in, Withdrawal of the Rental Unit Permanently from Rental Market and Demolition, the Landlord is required to notify the Tenant of their right to Relocation Assistance and may be required to pay relocation assistance. Section 1705(9)(b) of the CSFRA.

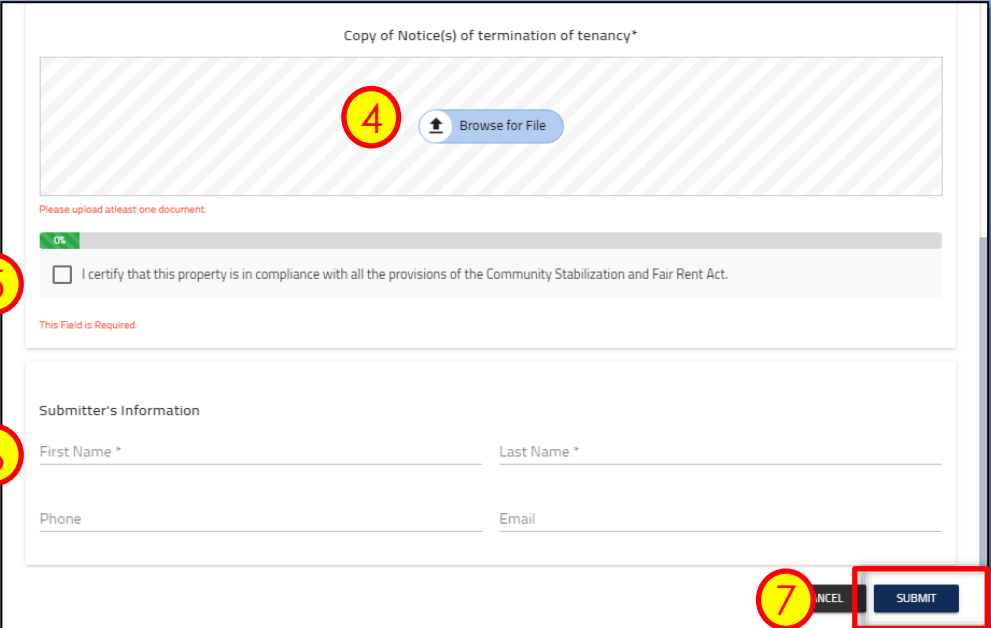
Submit Termination Notice

4. Upload the notice by clicking
“Browse For File”

5. Check the “penalty of
perjury” box

6. Enter the submitter's contact
information

7. Click **“Submit”** to submit the
termination notice for review



Copy of Notice(s) of termination of tenancy*

4

Please upload at least one document.

0%

5 I certify that this property is in compliance with all the provisions of the Community Stabilization and Fair Rent Act.

This Field is Required.

Submitter's Information

6 First Name * Last Name *

Phone Email

7

Withdraw Termination Notice

You may withdrawal your submission by clicking into the Case ID number in the Case History section to withdrawal the notice or correct an error.

Case History

| Case ID | Case Type | Created on Entity | Created Date | Last Modified | Status |
|---------------|--------------------|-------------------|--------------|---------------|-----------------------------------|
| TN2019-128819 | Termination Notice | Unit No.: 101A | 08/14/2019 | 08/14/2019 | Termination Notice Pending Review |
| 2019-128817 | Rent Registry | APN: XXXXXXXX | 08/14/2019 | 08/14/2019 | Registration Open |
| TN2019-128816 | Termination Notice | Unit No.: 101A | 08/14/2019 | 08/14/2019 | Termination Notice Accepted |
| UE2019-128342 | Unit Exemption | APN: XXXXXXXX | 01/07/2019 | 01/07/2019 | Unit Exemption Denied |
| PE2019-128341 | Property Exemption | APN: xxxxxxxx | 01/07/2019 | 05/31/2019 | Property Exemption Denied |

1 - 5 of 15 items

Withdraw Termination Notice

Click “**Withdraw**” to formally withdraw your notice.
An email confirmation will be sent to the email on file.

Case View REFRESH ← Back

| | | | | | |
|-----------------|---|-------------------------------------|-------------|---|-----------------------------------|
| APN | : | XXXXXXXX | Case ID | : | TN2019-128819 |
| Primary Address | : | ██████████, MOUNTAIN VIEW, CA 94041 | Status | : | Termination Notice Pending Review |
| Unit Number | : | 101A | Created On | : | 08/14/2019 |
| No of Units | : | 17 | Modified On | : | 08/14/2019 |
| Case Type | : | Termination Notice | | | |

Overview

| | | | | | |
|------------------------------|---|-----------------|-------------|---|----------|
| Date Notice Served To Tenant | : | 08/14/2019 | | | |
| Landlord/Company Name | : | John Doe | Tenant Name | : | jane doe |
| Eviction Reason | : | Breach of Lease | | | |

Submitter's Information

| | | |
|------------|---|---------|
| First Name | : | andrea |
| Last Name | : | kennedy |

Action

WITHDRAW

Submit Banked Rent Increase Notices

mvrent.mountainview.gov



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Banked Rent Increase Notice

Notices of Banked Rent Increase must be filed with the Rental Housing Committee within seven (7) days of serving the Notice on the tenant.

Rent Increases Not Previously Charged

- A rent increase, using both a Banked Rent Increase and the Annual General Adjustment may be higher than the AGA for a given year but cannot exceed an annual 10% increase of the current rent.

Noticing Requirements

- At least 30 days notice to tenant
- Required text in Notice

Submit Banked Rent Increase Notice

Click the Actions menu for the Unit you wish to submit a notice

Select “**Submit Banked Rent Increase Notice**” in the dropdown menu

MOUNTAIN VIEW, CA 94041 + ADD UNIT

| Unit | Status | Bedrooms | Bathrooms | Monthly Rent | Original Rent Amount | Move-In Date | Last Rental Increase | Occupied By | Action |
|------|------------|-----------|-----------|--------------|----------------------|--------------|----------------------|-------------|--------|
| 101A | Non-Exempt | 1 Bedroom | 1.5 | \$2,400.00 | \$2,300.00 | 11/05/15 | 11/05/18 | Tenant | ⋮ |
| 101C | Non-Exempt | 2 Bedroom | 2 | \$3,050.00 | \$3,050.00 | 03/08/19 | - | Tenant | ⋮ |

MOUNTAIN VIEW, CA 94041 + ADD UNIT

| Unit | Status | Bedrooms | Bathrooms | Monthly Rent | Original Rent Amount | Move-In Date | Last Rental Increase | Occupied By | Action |
|------|------------|-----------|-----------|--------------|----------------------|--------------|----------------------|-------------|--------|
| 101A | Non-Exempt | 1 Bedroom | 1.5 | \$2,400.00 | \$2,300.00 | 11/05/15 | 11/05/18 | | ⋮ |
| 101C | Non-Exempt | 2 Bedroom | 2 | \$3,050.00 | \$3,050.00 | 03/08/19 | - | | ⋮ |
| 101B | Non-Exempt | Studio | 1 | - | - | - | - | | ⋮ |

- Edit
- Delete
- Apply for Exemption
- Submit Banked Rent Increase Notice
- Submit Tenant Buyout Agreement
- Submit Termination Notice

Case History

| Case ID | Case Type | Created on Entity | Created Date | Last Modified |
|---------|-----------|-------------------|--------------|---------------|
|---------|-----------|-------------------|--------------|---------------|

Banked Rent Increase Notice Template

Download the template by clicking “**Download Template**” in the pop up

ATTACHMENT TO NOTICE OF 2018 ANNUAL GENERAL ADJUSTMENT OF RENT UNDER THE COMMUNITY STABILIZATION AND FAIR RENT ACT (CSFRA)

Date Notice Issued: _____

Effective Date of Rent Increase: _____

Tenant Name(s): _____

Property Address: _____
(Street Number) (Street Name) (Apt/Unit Number)
(City) (Zip Code)

The following table may be used to show the Annual General Adjustment of Rent:

| | | |
|----|--|----------|
| 1. | Current Rent | \$ _____ |
| 2. | 2018 Annual General Adjustment <small>(Up to 3.6%)</small> | _____% |
| 3. | 2017 Banked Annual General Adjustment <small>(if not previously charged; see page 2 for details)*</small> <small>(Up to 3.4%)</small> MANDATORY TEXT IN NOTICE REQUIRED and FILE COPY WITH CITY | _____% |
| 4. | 2016 Banked Increase <small>(if eligible; see page 2 for details)*</small> <small>(Up to 2.6%)</small> MANDATORY TEXT IN NOTICE REQUIRED and FILE COPY WITH CITY | _____% |
| 5. | Total Rent Increase Percentage <small>(Add Lines 2, 3, and 4, as applicable; increase cannot exceed 10% of rent charged in the past 12 months)</small> | _____% |
| 6. | Total Amount of Rent Increase <small>(Multiply Line 1 by total Line 5)</small> | \$ _____ |
| 7. | New Total Rent Amount ** <small>(Add Lines 1 and 6)</small> | \$ _____ |

** No rent increase shall be effective unless the Landlord has substantially complied with all the provisions of the CSFRA and all rules and regulations promulgated by the Rental Housing Committee (see CSFRA Section 1707(f)).

If a landlord charges a Banked Rent Increase, page 2 of this template should be attached to the Notice, and a copy of the Notice of Banked Rent Increase must be filed with the City at: www.mountainview.gov/rentstabilization/forms

DISCLAIMER: Pages 1-2 of this template comply with the CSFRA and implementing regulations. Neither the Rental Housing Committee nor the City of Mountain View make any claims regarding the adequacy, validity, or legality of the use of this template under state or federal law. You may contact the Mountain View Rental Housing Helpline at: 650-262-2514 or CSFRA@housing.org

Page 1

ATTACHMENT TO NOTICE OF 2018 ANNUAL GENERAL ADJUSTMENT OF RENT UNDER THE COMMUNITY STABILIZATION AND FAIR RENT ACT (CSFRA)

***ADDENDUM for Banked Rent Increases**

A. Mandatory Text in Notice of a Banked Rent Increase

"The rent increase requested with this notice exceeds the annual general adjustment authorized for the current year. Landlords may save "bank" annual general adjustments that were not imposed in previous years and implement them with the current annual general adjustment in accordance with the Community Stabilization and Fair Rent Act section 1707 and implementing regulations.

Rent may only be increased once every twelve months and rent increases cannot exceed ten percent (10%) of the rent actually charged in the previous year. Tenants have the right to petition the Rental Housing Committee (RHC) for relief if this rent increase will cause an undue hardship. The RHC defines a hardship based on either household income or if the household spends 50% or more of household income on rent, with specific definitions for households with children, seniors, or persons with disabilities or who are terminally ill.

If you believe the rent increase requested with this notice is incorrect, excessive or causes an undue hardship, you can (a) contact your landlord to discuss the increase, and/or (b) file a petition with the RHC. For more information about petitions or the hardship process, contact the Mountain View Rental Housing Helpline at (650) 262-2514 or CSFRA@housing.org."

B. Required Qualifications for eligibility to use the 2016 Banked Rent Increase

The 2016 Banked Rent Increase of 2.6% may only be used by landlords for the following rental units:

- The property has been continuously owned by the landlord since October 19, 2015, and
- The unit has been occupied by the same tenant household since October 19, 2015, and
- The unit was not subject to a rent increase between October 19, 2015 & December 23, 2016.
- The 2016 Banked Rent Increase of 2.6% must be used by August 31, 2020 or it is forfeit.

C. Tenant Hardship Information

If the proposed rent increase includes any Banked Rent Increase a tenant may file an Undue Hardship Petition based on any of the following conditions:

| Hardship Condition | Household Income Limit Or Rent Burden Status | Additional Criteria |
|-----------------------------------|--|--|
| a. Inadequate Household Income | 100% of AMI or Severe Rent Burden | n/a |
| b. Families with Children | 120% of AMI or Severe Rent Burden | Primary residence of one or more persons under the age of 18 |
| c. Senior Household | 120% of AMI or Severe Rent Burden | Primary residence of individual who is 62 or older |
| d. Persons with Disabilities | 120% of AMI or Severe Rent Burden | Primary residence of person who is disabled |
| e. Persons who are Terminally Ill | 120% of AMI or Severe Rent Burden | Primary residence of person who is certified as terminally ill |
| f. Other | 120% of AMI or Severe Rent Burden | Other extenuating circumstances |

* Tenant may qualify if total household income does not exceed the listed percentage of area median income adjusted for household size (AMI), or if household spends more than 50% of household income on rent (Severe Rent Burden).

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Page 2

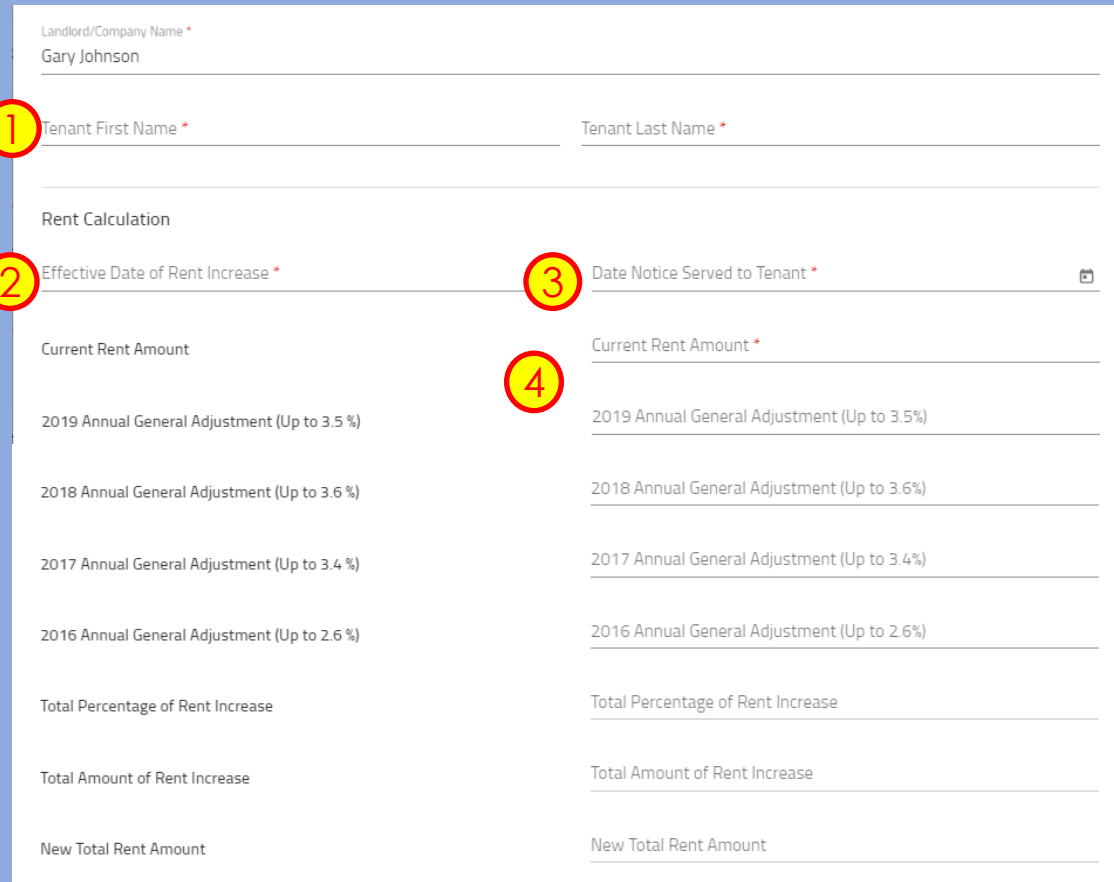
Submit Banked Rent Increase Notice

1. Enter the tenant's first and last name

2. Enter the date of the rent increase

3. Enter the date the notice was served


4. Enter the current rent and all applicable rent increases



Landlord/Company Name *
Gary Johnson

1 Tenant First Name * Tenant Last Name *

Rent Calculation

2 Effective Date of Rent Increase * 3 Date Notice Served to Tenant * 

Current Rent Amount 4 Current Rent Amount *

2019 Annual General Adjustment (Up to 3.5%) 2019 Annual General Adjustment (Up to 3.5%)

2018 Annual General Adjustment (Up to 3.6%) 2018 Annual General Adjustment (Up to 3.6%)

2017 Annual General Adjustment (Up to 3.4%) 2017 Annual General Adjustment (Up to 3.4%)

2016 Annual General Adjustment (Up to 2.6%) 2016 Annual General Adjustment (Up to 2.6%)

Total Percentage of Rent Increase Total Percentage of Rent Increase

Total Amount of Rent Increase Total Amount of Rent Increase

New Total Rent Amount New Total Rent Amount

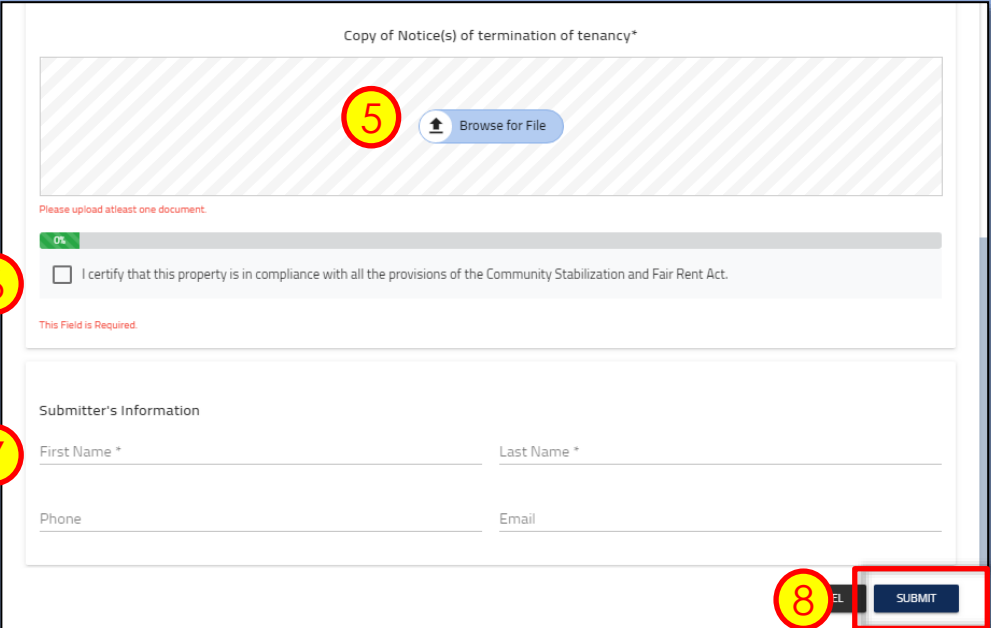
Submit Banked Rent Increase Notice

5. Upload a copy of the notice by clicking “**Browse For File**”

6. Check the “penalty of perjury” box

7. Enter the submitter's contact information

8. Click “**Submit**” to submit Banked Increase notice for review



Copy of Notice(s) of termination of tenancy*

5

Please upload atleast one document.

0%

6 I certify that this property is in compliance with all the provisions of the Community Stabilization and Fair Rent Act.

This Field is Required.

Submitter's Information

7 First Name * Last Name *

Phone Email

8

Withdrawal Banked Notice (optional)

You may withdrawal your submission by clicking into the Case ID number in the Case History section to withdrawal the notice or correct an error.

Case History

| Case ID | Case Type | Created on Entity | Created Date | Last Modified | Status |
|---------------|--------------------|-------------------|--------------|---------------|-----------------------------------|
| TN2019-128819 | Termination Notice | Unit No.: 101A | 08/14/2019 | 08/14/2019 | Termination Notice Pending Review |
| 2019-128817 | Rent Registry | APN: XXXXXXXX | 08/14/2019 | 08/14/2019 | Registration Open |
| TN2019-128816 | Termination Notice | Unit No.: 101A | 08/14/2019 | 08/14/2019 | Termination Notice Accepted |
| UE2019-128342 | Unit Exemption | APN: XXXXXXXX | 01/07/2019 | 01/07/2019 | Unit Exemption Denied |
| PE2019-128341 | Property Exemption | APN: xxxxxxxx | 01/07/2019 | 05/31/2019 | Property Exemption Denied |

1 - 5 of 15 items

Withdrawal Banked Notice (optional)

Click “**Withdraw**” to formally withdraw your notice. An email confirmation will be sent to the email on file.

Case View REFRESH ← Back

| | | | | | |
|-----------------|---|-------------------------------------|-------------|---|-----------------------------------|
| APN | : | 15804002 | Case ID | : | TN2019-128819 |
| Primary Address | : | [REDACTED], MOUNTAIN VIEW, CA 94041 | Status | : | Termination Notice Pending Review |
| Unit Number | : | 101A | Created On | : | 08/14/2019 |
| No of Units | : | 17 | Modified On | : | 08/14/2019 |
| Case Type | : | Termination Notice | | | |

Overview

| | | | | | |
|------------------------------|---|-----------------|-------------|---|----------|
| Date Notice Served To Tenant | : | 08/14/2019 | | | |
| Landlord/Company Name | : | john Doe | Tenant Name | : | jane doe |
| Eviction Reason | : | Breach of Lease | | | |

Submitter's Information

| | | |
|------------|---|---------|
| First Name | : | andrea |
| Last Name | : | kennedy |

Action

WITHDRAW

Submit Tenant Buyout Information

mvrent.mountainview.gov



[Back to table of contents](#)

Tenant Buyout Information

Buyout information and a signed copy of the Tenant Buyout Disclosure Form must be filed with the Rental Housing Committee (RHC) within fifteen (15) days of execution of a Tenant Buyout Agreement.

Tenant Buyout Disclosure Form


- Provides notice to tenants of their rights under the CSFRA regarding offers to vacate a rental unit in exchange for compensation by the landlord.

Buyout Information to RHC

- Landlord's full name
- Tenant's full name and address
- Amount paid to the tenant(s) and the date when paid to the tenant(s)

Tenant Buyout Disclosure Form Template

Download the template by clicking **“Download Template”** in the pop up



Rent Stabilization Division
(650) 903-6125 | mvrent@mountainview.gov
mountainview.gov/rentstabilization

CSFRA TENANT BUYOUT DISCLOSURE FORM

This residential unit is subject to the City of Mountain View Community Stabilization and Fair Rent Act.

This form provides notice to tenants of their rights under the City of Mountain View's Community Stabilization and Fair Rent Act regarding offers to vacate a rental unit in exchange for compensation by the landlord. Tenants seeking legal advice are encouraged to contact an attorney. Tenants with general questions or seeking legal referrals may contact the Mountain View Rental Housing Helpline at (650) 903-6136 or mvrent@mountainview.gov. This form must be signed on Page 2 prior to filing with the City by both the landlord and the tenant(s).

Date: _____

Address: _____

Unit Number(#): _____

Tenant Name(s)*: _____

A tenant has the following rights when considering whether to accept a landlord's buyout offer:

- The right to refuse any buyout offer and the landlord is prohibited from retaliation.
- The right to a translation of the disclosure form and buyout agreement.
- The right to consult an attorney and/or the Housing Helpline before deciding whether to accept the offer.
- The right to cancel the agreement within 10 calendar days after it is fully executed (applicable to tenants and landlords).
- The right to rescind the buyout agreement at any time if it does not meet the requirements of the CSFRA regulations or the landlord failed to provide this disclosure form.

ATTENTION:

Filing requirement. The landlord must file a notice of the execution of a buyout agreement, along with this signed Tenant Buyout Disclosure Form, with the Rental Housing Committee **within 15 calendar days** from the date the agreement is executed.

Payments may be taxable. Tenants should be aware that a buyout payment may be taxable as income, and they should seek advice from someone qualified to answer questions about possible tax implications.

Market Rents. Market rate rents in the area might be significantly higher than your current rent and you may wish to check rents for comparable rental units before entering into a buyout agreement.

Public Records. Certain information related to buyout agreements submitted to the City may be public, after redaction of personal information.

Este formulario está disponible en español y mandarín.
此表格有西班牙语和中文版本

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 limited under the CSFRA. Rent increases for Covered Units can only be charged once per 12 months in accordance with the Annual General Adjustment ("AGA") as set by the Rental Housing Committee. A list of allowed rent increases can be found online at mountainview.gov/rentstabilization.

Just Cause Termination Notices under the CSFRA. The CSFRA limits the reasons for which a landlord can issue termination notices ("Just Cause" evictions), including: failure to pay rent, breach of lease, nuisance, criminal activity or failure to give access. Necessary repairs, owner move-in, withdrawal of the property from the rental market and demolition are also just causes for eviction and in these instances a landlord may be required to provide tenant relocation assistance, or where applicable offer first right of return to a terminated tenant.

Legally mandated relocation payments and first right of return under the CSFRA and TRA0. The CSFRA and the Tenant Relocation Assistance Ordinance require that landlords make relocation payments to their tenants under certain circumstances in which tenants are displaced or evicted through no fault of the tenant. Tenants also have a right to return after certain no-fault evictions, such as code compliance repairs or Ellis evictions if the unit is re-rented. These legally mandated relocation payments are not buyout agreements and do not limit the scope and applicability of buyout agreements in any way. Tenants and landlords with questions about whether a relocation payment may be required by law and what amount is mandatory may contact the Rental Housing Committee for more information.

Tenant Relocation Assistance Amounts per Household Q3 2023

| | Studio | 1-Bedroom | 2-Bedroom | 3-Bedroom |
|--|----------|-----------|-----------|-----------|
| Average Comparable Rent in MV | \$2,304 | \$2,809 | \$3,625 | \$4,333 |
| TRA0 Assistance Base Amount for Household income < 120% AMI + \$5,000 | \$6,912 | \$8,427 | \$10,875 | \$12,999 |
| TRA0 Special Circumstances \$8,919 for households with: Seniors (62 and up), disabled, legally dependent children < 19 | \$15,831 | \$17,346 | \$19,794 | \$21,918 |

120% of Area Median Income (AMI) + \$5,000

| Household Size | 1 | 2 | 3 | 4 | 5 | 6 |
|--------------------|-----------|-----------|-----------|-----------|-----------|-----------|
| 120% AMI + \$5,000 | \$157,900 | \$179,050 | \$200,800 | \$222,550 | \$239,950 | \$257,350 |

*Using Average Median Income per Household Size, HCD State Income Limits for Santa Clara County 2023

Declaration of Landlord

I declare under penalty of perjury under the laws of the State of California that I have given copy of the Tenant Buyout Disclosure Form to the Tenant(s) immediately prior to making a buyout offer:

Executed on this ____ day of _____, 20____

Signature: _____

Print Name: _____

Address: _____

Acknowledgement of Tenant(s)

I verify that I have received a copy of the Tenant Buyout Disclosure Form under the CSFRA regarding buyout offers and agreements:

Tenant Signature(s): _____

Print Name(s): _____

Date: _____

Rent Stabilization Division, City of Mountain View Rev. 2023.04.24
Page 2

Submit Tenant Buyout Information

Landlord's contact information
will auto populate

Enter tenant contact
information

| Tenant Buyout Notice | |
|--|------------------------|
| Owner Details | |
| First Name * Gary | Last Name * Johnson |
| Street Address * 111 Main Street | Apt/Unit Number |
| This Field is Required. City * MOUNTAIN VIEW | State * California |
| Zip Code * 94040 | |
| Tenant Details | |
| First Name * | Last Name * |
| Street Address * | Apt/Unit Number |
| This Field is Required. City Mountain View | State California |

Submit Tenant Buyout Information

1. Enter the date the Tenant Buyout Agreement was signed

2. Enter the date the Tenant Disclosure Form was signed

3. Enter the date of tenant move-out

4. Enter the benefit/money provided to tenant

| Tenant Buyout Notice | |
|--|--|
| 1 Date of Execution of Tenant Buyout Agreement * | 2 Date Tenant Disclosure Form Signed * |
| 3 Date of Tenant Move-out * | 4 Benefit/Money Provided to Tenant |

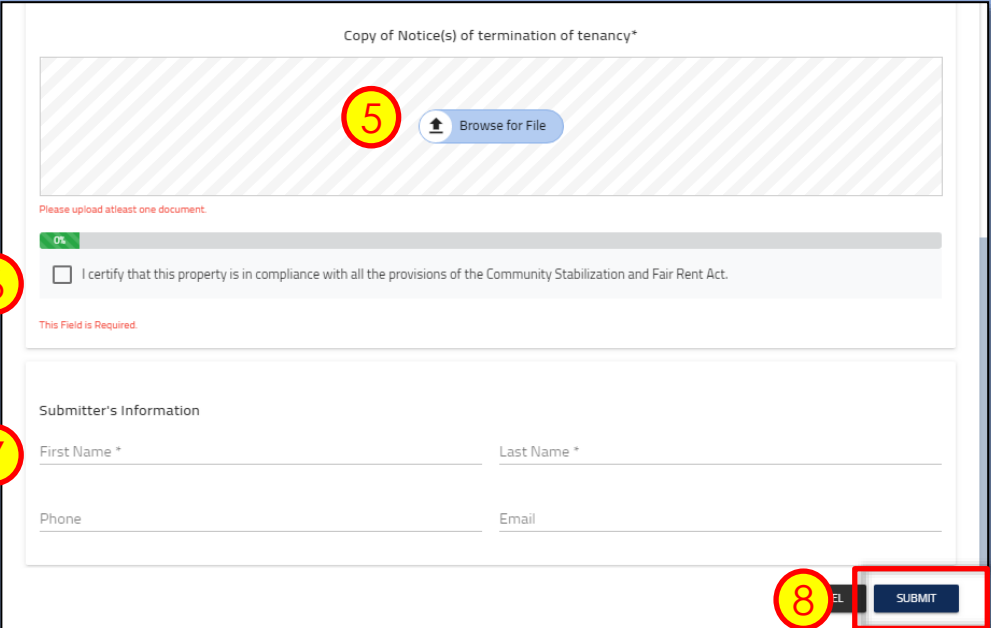
Submit Tenant Buyout Information

5. Upload a copy of the notice by clicking "**Browse For File**"

6. Check the "penalty of perjury" box

7. Enter the submitter's contact information

8. Click "**Submit**" to submit Tenant Buyout Information for review



The screenshot shows a web form titled "Copy of Notice(s) of termination of tenancy*". The form includes a file upload section with a "Browse for File" button (callout 5), a progress bar at 0%, and a checkbox for the "penalty of perjury" (callout 6). Below this is a "Submitter's Information" section with fields for First Name, Last Name, Phone, and Email (callout 7). At the bottom right, there is a "SUBMIT" button (callout 8).

Withdrawal Tenant Buyout (optional)

You may withdraw your submission by clicking into the Case ID number in the Case History section to withdraw the notice or correct an error.

Case History

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1 - 5 of 15 items

Withdrawal Tenant Buyout (optional)

Click “**Withdraw**” to formally withdraw your notice.
An email confirmation will be sent to the email on file.

Case View REFRESH ← Back

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Overview

| | | | | | |
|------------------------------|---|-----------------|-------------|---|----------|
| Date Notice Served To Tenant | : | 08/14/2019 | | | |
| Landlord/Company Name | : | John Doe | Tenant Name | : | jane doe |
| Eviction Reason | : | Breach of Lease | | | |

Submitter's Information

| | | |
|------------|---|---------|
| First Name | : | andrea |
| Last Name | : | kennedy |

Action

WITHDRAW

Contact us.

650-903-6136

mvrent@mountainview.gov

mvrent.mountainview.gov

