

One-Time Utility Adjustment Petition Instructions

PETITION OVERVIEW

On December 18, 2023, the Rental Housing Committee (RHC) adopted regulations clarifying that utilities are part of rent for units fully covered by the Community Stabilization and Fair Rent Act (CSFRA). The CSFRA provides rent stabilization and eviction protections for most apartment buildings in Mountain View with 3 or more units built before February 1, 1995. These units are considered fully covered.

Utilities for fully covered units are subject to the rent increase limitations of the CSFRA. The use of Ratio Utility Billing Systems (RUBS), which is used to distribute property-wide utility costs among tenants, and similar utility billing systems must be transitioned out through a landlord petition process for existing tenancies. The One-Time Utility Adjustment Petition process allows landlords to incorporate utilities currently charged separately from rent or through RUBS into a fixed amount included in a tenant's rent.

All landlords need to complete and file a petition outlined as follows to qualify for and apply the adjustment. **Even if a landlord believes the utility billing method used at their property is exempt from these changes, they need to submit a petition for verification and allow for tenant response.**

Landlords filing a petition should carefully review the applicable sections in the CSFRA, Regulations Chapter 13 and contact Division staff as soon as possible for assistance with the petition process. As a reminder, City staff is unable to provide legal advice, please seek legal assistance if necessary. **All forms for filing a petition, as well as the CSFRA and the Regulations, are posted on mountainview.gov/rubs.**

How does the Utility Adjustment Petition process work?

1. Landlords complete and submit a property-wide petition form, workbook with information for each unit and documentation to the Rent Stabilization Division before the deadline stated below.
 - a. Rent Stabilization Division staff review your petition to make sure it is complete. If information or documentation appears to be missing, Division staff notify you to give you a chance to supplement or revise your petition. Division staff then notify you when the petition is ready to be served on your tenants.
2. Landlords serve the completed petition form and workbook without the evidentiary documentation on affected tenants.
3. After serving the petition on affected tenants, landlords file a copy of the petition, workbook, evidentiary documentation and proof of service forms for each tenant with the Rent Stabilization Division. Tenants can request a copy of the redacted evidentiary documentation from staff.
4. Once filed with the Division, staff sends a Notice of Filing to tenants with a Tenant Response Form.
 - a. Tenants have thirty (30) days from the date on the Notice of Filing to object to the calculations in the petition by filing a Tenant Response Form with the Division.
5. Staff reviews the petition, and any responses received, verifies calculations and issues a Notice of Final Determination stating the amount of the one-time utility adjustment for each affected unit. The Final Determination cannot be appealed.

6. ***If the petition calculations are confirmed, landlords need to determine if the utility adjustment is a downward adjustment or an upward adjustment by using a form provided by Division staff that averages the utilities paid by each unit between July 1, 2023 and June 30, 2024 (plus 3.2%) and compares the average against the amount of the one-time utility adjustment in the Notice of Final Determination.***
 - a. If the amount in the Notice of Final Determination is less than the average monthly utility paid by the tenant between July 1, 2023 and June 30, 2024, then the adjustment is a **downward adjustment**.
 - b. If the amount in the Notice of Final Determination is more than the average monthly utility paid by the tenant between July 1, 2023 and June 30, 2024, then the adjustment is an **upward adjustment**.
 - i. Tenants can dispute this portion of the process by filing a Notice of Dispute with the Division. If filed, staff reviews the form provided to the Division by the tenant and determines if the adjustment is an upward or downward adjustment.
7. ***If the adjustment is a downward adjustment, landlords must provide a thirty (30) day rent decrease notice to tenants immediately with the new total rent amount (current rent plus the utility adjustment).*** Tenants are no longer responsible for paying utility charges billed separately from rent or through RUBS incurred after the effective date of the rent decrease notice unless the utility charges accrued prior to the end of the 30 day notice period. Tenants are responsible for paying the total rent amount including the utility adjustment once the notice becomes effective.
8. ***If the adjustment is an upward adjustment, landlords can add in the utility adjustment amount determined in the Notice of Final Determination with the next annually allowed rent increase.*** If the landlord does not want to give the annually allowed rent increase, that is okay. The landlord can give the utility adjustment without giving the annually allowed rent increase.
 - a. If giving the utility adjustment with the annually allowed increase, the rent increase must comply with all aspects of the CSFRA and State noticing requirements.
 - b. If giving the utility adjustment separately from the annually allowed increase, the adjustment must be given 12 months after the last rent increase or 12 months after the start of the initial term of tenancy.
 - c. At all times before the Utility Adjustment goes into effect, the landlord may continue to use RUBS or any similar system for tenancies starting before March 1, 2024. Moving forward, once the utility adjustment is implemented, only utilities that are submetered or separately metered and charged directly to the tenant can be billed separately from rent.
 - d. Calculation of allowed rent increase:
 - i. First determine Annual General Adjustment (AGA) % on existing rent; then
 - ii. Add allowed Utility Adjustment amount to new rent.
 - e. No tenant hardship petitions are allowed for Utility Upward Adjustments. Tenants can only file a hardship petition for a banked increase, not for the AGA or the Utility Adjustment.
9. ***If a landlord does not submit a petition within the deadlines or otherwise does not comply with the applicable requirements of the process,*** the current rent is now assumed to include utilities, utilities cannot be billed separately unless individually submetered, and tenants can file a petition for any previously incurred utility overcharges.

PREPARE TO FILE A PETITION

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

- Review the applicable regulations (CSFRA Regulations – Ch. 13, Utility Charges).
- Familiarize yourself with the relevant terms (see *One-Time Utility Adjustment Terms to Know*).
- Determine the Workbook applicable to your property based on how **tenancies in existence before March 1, 2024** are billed for utilities:

<p><input type="checkbox"/> <i>Option A: Standard Workbook</i></p> <p>At least one of these utilities is paid by the tenant directly to the landlord or through a third-party billing service (such as RUBS) separately from rent.</p> <ul style="list-style-type: none"><input type="checkbox"/> Water<input type="checkbox"/> Sewer<input type="checkbox"/> Trash	<p><u>AND</u></p>	<p>All of these utilities (PG&E) are submetered and/or included in rent.</p> <ul style="list-style-type: none"><input type="checkbox"/> Gas<input type="checkbox"/> Electric
<p><input type="checkbox"/> <i>Option B: All Utilities Workbook</i></p> <p>At least one of these utilities is paid by the tenant directly to the landlord or through a third-party billing service (such as RUBS) separately from rent.</p> <ul style="list-style-type: none"><input type="checkbox"/> Water<input type="checkbox"/> Sewer<input type="checkbox"/> Trash	<p><u>AND</u></p>	<p>At least one of these utilities is paid by the tenant directly to the landlord or through a third-party billing service (such as RUBS) separately from rent.</p> <ul style="list-style-type: none"><input type="checkbox"/> Gas<input type="checkbox"/> Electric
<p><input type="checkbox"/> <i>Option C: Condensed Workbook</i></p> <p>All of these utilities are submetered and/or included in rent.</p> <ul style="list-style-type: none"><input type="checkbox"/> Water<input type="checkbox"/> Sewer<input type="checkbox"/> Trash	<p><u>AND</u></p>	<p>All of these utilities (PG&E) are submetered and/or included in rent.</p> <ul style="list-style-type: none"><input type="checkbox"/> Gas<input type="checkbox"/> Electric

- Gather the following information:
 - Tenant Contact Information
 - Name of primary tenant on the rental agreement for each unit
 - Phone number and email address for primary tenant (if known)
 - Unit Information
 - Total number of units on property
 - For each unit on property
 - Number of bedrooms

- Presence of kitchen and living room
- Occupied or vacant status
- If occupied
 - Move-in date
 - Base rent
 - Length of initial term of tenancy
 - Date of last rent increase
 - Amount and percent of last rent increase
 - Percent change calculator
 - Current rent
- Method of utility billing for the utilities below:
 - Water, sewer, trash, gas and electric
- Property-wide bills for utilities paid by the tenants directly to the landlord or through a third-party billing service (such as RUBS) separately from rent from July 1, 2023 to June 30, 2024
- Determine if the property has any of the following common area amenities:
 - Pool, landscaping, common laundry facilities
- Decide if you will:
 - Designate a representative to file this petition on your behalf
 - Gather representative contact information if applicable
 - Complete the Representative Authorization Form

COMPLETE THE PETITION

- Complete the entire Petition Form thoroughly as possible. Make sure that you have:
 - Entered all information correctly
 - Completed the entire petition
 - Provided explanations for all missing documents
 - Clearly explained any complicated issues in your petition
- Complete the entire Workbook applicable to your property
 - A. Standard Workbook
 - B. All Utilities Workbook
 - C. Condensed Workbook
- Gather and label the documentation for the Workbook applicable to your property.
 - A. Standard Workbook**
 - Evidence of utilities as part of rent
 - Evidence of submeters
 - Evidence of room count (if available)
 - Evidence of pool, landscaping, common laundry facilities, or absence thereof
 - Property-wide bills for utilities that are paid by the tenants directly to the landlord or

through a third-party billing service (such as RUBS) separately from rent. Utility Service from July 1, 2023 to June 30, 2024.

B. All Utilities Workbook

- Evidence of utilities as part of rent
- Evidence of submeters
- Evidence of room count (if available)
- Evidence of Pool, Landscaping, Laundry Facilities, or absence thereof
- Property-wide bills for utilities that are paid by the tenants directly to the landlord or through a third-party billing service (such as RUBS) separately from rent. Utility Service from July 1, 2023 to June 30, 2024.

C. Condensed Workbook

- Evidence of utilities as part of rent
- Evidence of submeters

SUBMIT THE PETITION FOR REVIEW

The next step is to submit the completed petition, including Petition Form, applicable and completed workbook and your documentation to the Rent Stabilization Division by:

email (preferred method) to mvrent@mountainview.gov

-or-

hand-delivered or mailed to 298 Escuela Ave. Mountain View, CA 94040

The submission deadline for the petition is based on the number of units on the property. All landlords of fully covered CSFRA units need to complete and file a One-Time Utility Adjustment Petition. The deadlines for submission are shown below. **If you do not submit a petition within the deadlines, or otherwise do not comply with the applicable requirements of the process** you forgo the one-time ability to add a utility adjustment amount to the rent AND can no longer separately charge for separate utilities.

- The rent amount now automatically is assumed to include utility charges
- Tenants can file unlawful rent petitions with the City to recover any overpayment due to RUBS charges

Number of Units on Property	Submittal Periods
More than 20 units	September 1, 2024 through February 28, 2025
6-20 units	September 1, 2024 through May 31, 2025
1-5 units	September 1, 2024 through August 31, 2025

Submission Review

Rent Stabilization Division staff will review your petition to make sure it is complete. If information or documentation appears to be missing, Division staff will notify you to give you a chance to supplement or revise your petition. If notified of an issue or area of concern, you will have 15 business days from the date of the notice to submit to the Division a supplemented or revised petition. If you fail to revise and resubmit your

petition within 15 business days, you forgo the one-time ability to add a utility adjustment amount to the rent AND can no longer separately charge for separate utilities.

Division staff will notify you when the petition is ready to be served on your tenants.

SERVE THE PETITION

Once you have completed the submission review, it's time to serve the petition packet on *each unit*.

Complete the Notice of Submission and Proof of Service Form

The Notice of Submission and Proof of Service Form must be completed *for each unit* before serving the petition packet on your tenants. This form notifies the affected parties that you are submitting a request for a utility adjustment to the City of Mountain View.

- Fill out and sign the Notice of Submission (front page)
- Determine how you will serve the petition
 - By Personal Service/Hand Delivery;
 - By Mail; and/or
 - By Email (can only be used if you regularly communicate with your tenant via email)
- Complete and sign the Proof of Service Form (back page)
- For each unit, attach the Notice of Submission/Proof of Service Form to the petition packet. The petition packet should be ordered as follows:
 - Cover letter with unique number id
 - Completed and signed Notice of Submission/Proof of Service
 - Completed and signed Petition Form
 - Completed and redacted workbook
- Make two additional copies of the full Petition Packet (one for your files and one for filing with the City)

Serve on Tenants

Serve the entire petition packet on each fully covered unit as indicated in your Proof of Service Form. Do not serve the documentation.

FILE THE PETITION

Once you have served the petition on each fully covered unit, file one un-redacted copy of the petition (including all evidentiary documentation) with copies of the Notice of Submission and Proof of Service to Tenants of a One-time Utility Adjustment Petition to:

email (preferred method) to mvrent@mountainview.gov

-or-

hand-delivered or mailed to 298 Escuela Ave. Mountain View, CA 94040

NEXT STEPS

Notice of Formal Filing

Rent Stabilization Division Staff will notify you and your tenants that a petition was filed. Tenants will have 30

days to respond to the petition from the date of the Notice of Filing.

Tenant Response

Division staff will send the affected tenants a Tenant Response Form and the deadline for tenants to respond. If a tenant submits a response to the petition, Division staff will notify you and send you a copy of the tenant response.

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, 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.).

Review and Final Determination

Division staff will review the calculations in your petition. The number of reviewed calculations depends on the size of the property. All tenant responses will be reviewed. Division staff may request additional information from you and the tenants, as needed. Division staff will notify you and the tenants if the adjustment calculations are accepted or need correction.

Applying the Utility Adjustment

If the petition calculations are confirmed, landlords need to determine if the utility adjustment is a downward adjustment or an upward adjustment by using a form provided by Division staff that averages the utilities paid by each unit between July 1, 2023 and June 30, 2024 (plus 3.2%) and compares the average against the amount in the Notice of Final Determination.

- a. If the amount in the Notice of Final Determination is less than the average monthly utilities paid by the tenant between July 1, 2023 and June 30, 2024, then the adjustment is a **downward adjustment**.
- b. If the amount in the Notice of Final Determination is more than the average monthly utilities paid by the tenant between July 1, 2023 and June 30, 2024, then the adjustment is an **upward adjustment**.
 - Tenants can dispute this portion of the process by filing a Notice of Dispute with the Division. If filed, staff reviews the form provided to the tenant and determines if the adjustment is upward or downward.

If the adjustment is a downward adjustment, landlords must provide a thirty (30) day rent decrease notice to tenants immediately with the new total rent amount (current rent plus the utility adjustment). Tenants are no longer responsible for paying utility charges billed separately from rent or through RUBS incurred after the effective date of the rent decrease notice unless the utility charges accrued prior to the end of the 30 day notice period. Tenants are responsible for paying the total rent amount including the utility adjustment once the notice becomes effective.

If the adjustment is an upward adjustment, landlords can add in the utility adjustment amount determined in the petition with the next annually allowed rent increase. If the landlord does not want to give the annually allowed rent increase, that is okay. The landlord can give the utility adjustment without giving the annually allowed rent increase.

- a. If giving the utility adjustment with the annually allowed increase, the rent increase must comply with all aspects of the CSFRA and State noticing requirements.
- b. If giving the utility adjustment separately from the annually allowed increase, the adjustment must be given 12 months after the last rent increase or 12 months after the start of the initial

term of tenancy.

- c. At all times before the Utility Adjustment goes into effect, the landlord may continue to use RUBS or any similar system for tenancies starting before March 1, 2024. Moving forward, only utilities that are submetered or separately metered and charged directly to the tenant can be billed separately from rent.
- d. Calculation of allowed rent increase:
 - First determine Annual General Adjustment (AGA) % on existing rent; then
 - Add allowed Utility Adjustment amount to new rent.
- e. No tenant hardship petitions allowed for Utility Upward Adjustments. Tenants can only file a hardship petition for a banked increase, not for the AGA or the Utility Adjustment.

If a landlord does not submit a petition within the deadlines or otherwise does not comply with the applicable requirements of the process, the current rent is now assumed to include utilities, no separate utilities can be billed unless individually metered or sub-metered, and tenants can file a petition for any previously incurred utility overcharges.

No tenant hardship petitions are allowed for Utility Upward Adjustments. Tenants can only file a hardship petition for a banked increase, not for the regular AGA or the Utility Adjustment.

LOOKING FOR MORE HELP?

The CSFRA and Regulations, including Chapter 13 outlining the One-Time Utility Adjustment Petition, as well as all forms are available at mountainview.gov/rubs. If you have questions, please contact the Rent Stabilization Office at 650-903-6136 or mvrent@mountainview.gov.

ONE-TIME UTILITY ADJUSTMENT PETITION TERMS TO KNOW

Terms to Know

Ratio Utility Billing System (RUBS)

A system used to distribute property-wide utility costs among tenants. RUBS, and similar methods of utility billing that are not based on a tenant's actual usage of utility, are no longer allowed and are being transitioned out through the One-Time Utility Adjustment Petition.

- Until the Utility Adjustment goes into effect, landlords may continue to use RUBS or any similar system or methodology for tenancies starting before March 1, 2024.
- For tenancies starting after March 1, 2024, RUBS is not allowed.

Petition Forms and Workbooks Terms

Petition Form

The Petition Form contains basic information about the property owner, the property and the request for adjustment. It is part of the petition packet that will be served on tenants and provided to Division staff for review.

Documentation

A list of required documentation is provided in "COMPLETE THE PETITION" section of these instructions. Documentation must be provided to Division staff.

Tenant Response Form

This form provides an opportunity for tenants to dispute the information in the petition. Division staff provides the form to tenants once the petition is filed.

Petition Workbook

The Petition Workbook is an Excel file that calculates One-Time Utility Adjustments for each unit. Landlords need to identify the workbook applicable to their property before completing the workbook. It is part of the petition packet that will be served on tenants and provided to Division staff for review.

Proof of Service Form

This form notifies your tenants that you are filing a request for a utility adjustment to the City of Mountain View.

Representative Authorization Form

Tenants and landlords (the parties to the petition) have the right to seek help from or be represented by an attorney, legal worker, property manager, recognized tenant organization, or other designated third party, if they so choose. Any party wishing to have a representative must complete a Representative Authorization Form signed by the party authorizing a representative and submit it to the Rent Stabilization Division staff. **Property managers who participate in the petition process on behalf of property owners must submit a Representative Authorization form signed by the property owner and property manager.**

Terms to Know

Calculation

The methodology to calculate each tenant’s share of the utilities which consists of the landlord determining and charging the lesser of: (a) the monthly average utility costs per room based on the actual utility costs for the entire property for the prior 12 months; and (b) the sum of all applicable Santa Clara County Housing Authority Utility Allowances.

Common Area Deduction

Spaces in a building or property available for use by all tenants like pools, landscaping, and common laundry facilities. If the property does not have either/or a pool, landscaping, and/or common laundry facilities, the landlord can request an exemption from a portion of the common area deduction.

Landscaping

For purposes of determining the Common Area Deduction*:

Non-exempt landscaping includes the use of **one or more** of the following for the common areas of the property:

- Grass-based lawns
- Non-native non-drought tolerant plants
- Above ground sprinkler systems (such as spray sprinklers, single stream rotors and multiple stream rotors)

Note: If your property has any of the above non-exempt items, your property is not eligible for an exemption from the common area deduction for landscaping even if the property includes items from the exempt landscaping definition.

Exempt landscaping includes the use of **two or more** of the following water saving measures for the common areas of the property:

- Waterwise landscaping using organic/porous mulching
- Native/waterwise/drought-tolerant plants
- Underground (subsurface) drip systems
- Drip-emitter lines
- Other water saving measures

*The existence of trees is not included in the definition of landscaping for this petition. Trees do not affect exemption status.

Unique Identifier

Each unit will be identified in the workbook by a unique number to protect personal information. The tenants of each unit will be notified of their unit’s identifying number in a cover letter as part of the petition packet. This cover letter will be served on tenants and provided to Division staff.

Petition Process Terms

Petition Submitted

Landlords of fully covered units are required to submit a petition, workbook and evidentiary documentation to the Division by the deadlines below.

Number of Units on Property

Submittal Periods

Terms to Know

More than 20 units	September 1, 2024 through February 28, 2025
6-20 units	September 1, 2024 through May 31, 2025
1-5 units	September 1, 2024 through August 31, 2025

If information or documentation appears to be missing, Division staff will contact you to give you a chance to supplement or revise your petition after you submit it. If notified of an issue or area of concern, you will have 15 business days from the date of the Notice to supplement or revise the petition and submit the revision or supplement to the Division.

NOTE: If a landlord does not submit and/or revise a petition within the deadlines or otherwise does not comply with the applicable requirements of the process, the landlord forgoes the one-time ability to add a utility adjustment amount to the rent AND can no longer separately charge for utilities. The rent amount now automatically is assumed to include utility charges and tenants can file unlawful rent petitions with the City to recover any overpayment due to utility charges.

Petition Served

After the landlord receives notice from Division staff that the petition is ready to be served, the landlord completes the Proof of Service form and serves the Proof of Service, the redacted petition packet (including the petition form and workbook with the unique identifiers) on each Tenant household.

Petition Filed

Petitions are considered filed with the Division after the landlord provides proof of service for each unit as well as the final, unredacted copy of the petition form, workbook and documentation to staff.

Petition Decided

Staff reviews the petition, selected calculations and tenant responses and requests additional documents if necessary. Staff then determines if calculations are correctly calculated or if corrections are needed. If approved, staff sends a Notice of Final Administrative Determination to landlord and tenants confirming the calculations are correct. The Determination cannot be appealed.

Utility Billing Categories

Utility is paid by the tenant directly to the landlord or through a third-party billing service, (such as RUBS) separately from rent.

One property-wide utility bill is divided among tenants, for example, through Conservice or Banyan.
Example: Landlord may receive one bill for water usage on the property and allocates monthly to tenants through Conservice using RUBS.

Utility is submetered.

Tenant pays for their actual usage of submetered utilities.
Example: Tenants may receive individual monthly bills from PG&E based on their actual usage of gas and electric. In this case, gas and electric are submetered utilities.

Utility is included in rent.

Tenant does not pay separately for utility.

ONE-TIME UTILITY ADJUSTMENT PETITION
AS DEFINED BY THE COMMUNITY STABILIZATION AND FAIR RENT ACT (CSFRA)

Please fill out this form as completely as you can. Division staff is available to assist you with completing the form. Failure to provide needed information may result in your petition being rejected or delayed. Label and attach copies of the documents that support your petition. Before completing this petition, please read the Community Stabilization and Fair Rent Act (CSFRA), and the CSFRA Regulations, Ch. 13.

I. General Information

A. Landlord Information

Name: _____ Phone: _____

Mailing Address: _____

Email: _____

Owner is (please select one)

- | | | | |
|--------------------------|------------------|--------------------------|----------------------------|
| <input type="checkbox"/> | Individual Owner | <input type="checkbox"/> | Trust |
| <input type="checkbox"/> | LLC | <input type="checkbox"/> | Corporation or Partnership |

If any type of ownership other than Individual Owner is selected, please provide the Name, Title and phone number for Trustee(s), CEO, and/or Managing Member or Partner:

Name: _____ Phone: _____

Title: _____ Email: _____

(Attach additional pages as needed.)

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. Representative Information

If you wish to authorize a Representative to file this petition on your behalf, such as a property manager, a **Representative Authorization Form must be completed and submitted with this petition.** Please provide the following information for your Representative below.

Name: _____ Phone: _____

Mailing Address: _____

Email: _____

II. Property Information

Property Address: _____

Parcel Identification Number: _____

Purchase Year: _____

Number of Fully Covered CSFRA Residential Units on this Property: _____

III. Petition Submission Due Date

All landlords of fully covered CSFRA units need to complete and submit a One-Time Utility Adjustment Petition. The deadlines for submission are shown below. **If a landlord does not submit a petition within the deadlines or otherwise does not comply with the applicable requirements of the process**, the landlord forgoes the one-time ability to add a utility adjustment amount to the rent AND can no longer separately charge for utilities. The rent amount now automatically is assumed to include utility charges and tenants can file unlawful rent petitions with the City to recover any overpayment due to utility charges.

Based on the number of units on the property, select the submission deadline for the One-Time Utility Adjustment Petition (select one).

<input type="checkbox"/>	More than 20 units on the property <i>Submission Deadline: February 28, 2025</i>
<input type="checkbox"/>	6-20 units on the property <i>Submission Deadline: May 31, 2025</i>
<input type="checkbox"/>	1-5 units on the property <i>Submission Deadline: August 31, 2025</i>

IV. Common Area Amenities

The common area deduction reduces the amount of utility charges attributed to tenants in the One-Time Utility Adjustment Petition in order to account for the utilities used to light, heat, or water non-private areas of the property. The common area deduction for all properties is presumed to be twenty percent (20%). However, you may request a lower common area deduction by showing that the common areas do not include one or more of the amenities listed below. A minimum standard 5% deduction will be applied to all properties.

Indicate here which of the following amenities are present on the property (select all that apply):

- Pool
- Landscaping (see definition in Terms to Know)
- Common laundry facilities

V. Select Relevant Workbook

Each Petition Form needs to be accompanied by a Division-provided Excel Workbook. To determine the type of Petition Workbook necessary to attach to this Petition Form, please select which of the options below best describes how **tenancies in existence before March 1, 2024** are billed for utilities (select one). You will add specific per unit information in the Workbook. Please contact the Rent Stabilization Division if you are uncertain about which option applies to your property.

The utilities being considered in this petition are **water, sewer, trash, gas and electric**. Other housing services such as internet, cable, parking, are not relevant to this petition.

Definitions:

Utility is paid by the tenant directly to the landlord or through a third-party billing service (such as RUBS) separately from rent.

- *One property-wide utility bill is divided among tenants, for example, through Conservice or Banyan.*

Utility is submetered.

- *Tenant pays for their actual usage of submetered utilities. Often PG&E is submetered.*

Utility is included in rent.

- *Tenant does not pay separately for utility.*

Option A: Standard Workbook

At least one of these utilities is paid by the tenant directly to the landlord or through a third-party billing service (such as RUBS) separately from rent.

- Water
- Sewer
- Trash

AND

All of these utilities (PG&E) are submetered and/or included in rent.

- Gas
- Electric

Option B: All Utilities Workbook

At least one of these utilities is paid by the tenant directly to the landlord or through a third-party billing service (such as RUBS) separately from rent.

- Water
- Sewer
- Trash

AND

At least one of these utilities is paid by the tenant directly to the landlord or through a third-party billing service (such as RUBS) separately from rent.

- Gas
- Electric

Option C: Condensed Workbook

All of these utilities are submetered and/or included in rent.

- Water
- Sewer
- Trash

AND

All of these utilities (PG&E) are submetered and/or included in rent.

- Gas
- Electric

VI. Documentation

Submit copies of the following documents in your possession based on the needed workbook selected in the previous section. Please submit copies only and keep the original documents for your records. Check the boxes below to indicate the documentation being submitted (select all that apply). Be sure to label and number the documents by Worksheet and Line Item as clearly as possible.

Documentation for Standard Workbook (Option A) and All Utilities Workbook (Option B)

Worksheet 2

- Evidence of utilities as part of rent**

Examples include one rental agreement stating utilities are part of rent.

- Evidence of submeters**

Examples include pictures of submeters or copies of individual bills.

- Evidence of the per unit room count**

Examples include floor plans OR if not available, you may self-certify below.

I (we) declare under penalty of perjury under the laws of the State of California that the room count per unit in this petition, is true and correct, and complete.

Signature: _____

Print Name: _____

Date: _____

Worksheet 3

- Evidence of pool, landscaping, common laundry facilities, or absence of**

Examples include pictures of amenities, floor plans, satellite images.

Worksheet 4 (and Worksheet 5 for All Utilities Workbook)

- Property-wide bills for utilities that are paid by the tenant directly to the landlord or through a third-party billing service (such as RUBS) separately from rent. Utility Service from July 1, 2023 to June 30, 2024.**

Include bills that most closely resemble the 12-month period.

Documentation for Condensed Workbook (Option C)

Worksheet 2

- Evidence of utilities as part of rent**

Examples include one rental agreement stating utilities are part of rent.

- Evidence of submeters**

Examples include pictures of submeters or copies of individual bills.

VII. Missing Documentation

If any documents necessary to support an entry are not available, identify said documents and explain why they could not be obtained through ordinary means.

Category	Description of Missing Document	Reason Document is Unavailable
Evidence of utilities as part of rent		
Evidence of submeters		
Evidence of Pool, Landscaping, Laundry Facilities, or absence of		
Property-wide bills for utilities that are paid by the tenant directly to the landlord or through a third-party billing service (such as RUBS) separately from rent.		
Other		

VIII. Additions/Explanations

Use this section to add to or explain your entries on the petition form or workbook. Be sure to identify which prior section(s) you are supplementing.

IX. Declaration

Read this declaration carefully. Do not complete this section until Division staff notifies you that the petition is ready to be served.

I (we) request a one-time utility adjustment for the described rental units on the property.

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.

I understand that in order to apply a rent increase, including the utility adjustment amount, I (we) need to have complied with the provisions of the Community Stabilization and Fair Rent Act and implementing rules and regulations, including:

- having 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 but prior to December 23, 2016
- having 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
- having paid all applicable Rental Housing Fees;
- having 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.

Signature:

Print Name:

Date:

Signature:

Print Name:

Date:

Este formulario está disponible en español y mandarín.

此表格有西班牙语和中文版本。