

How to complete the One-Time Utility Adjustment Petition Form

MountainView.gov/rubs



One-Time Utility Adjustment Petitions

- This is a required process for all fully covered CSFRA properties with specific submission deadlines.
- Starting Tuesday, September 3, 2024, landlords of fully covered units can submit a One-Time Utility Adjustment Petition to the Rent Stabilization Division.
- **If you do not submit a petition within the deadlines**, 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

When do I need to submit a petition?

Number of Units on Property	Submission Deadline
More than 20 units	February 28, 2025
6-20 units	May 31, 2025
1-5 units	August 31, 2025

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Accessing the Petition Form

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Contact the Rent Stabilization Staff for Assistance

Access the Petition Form at

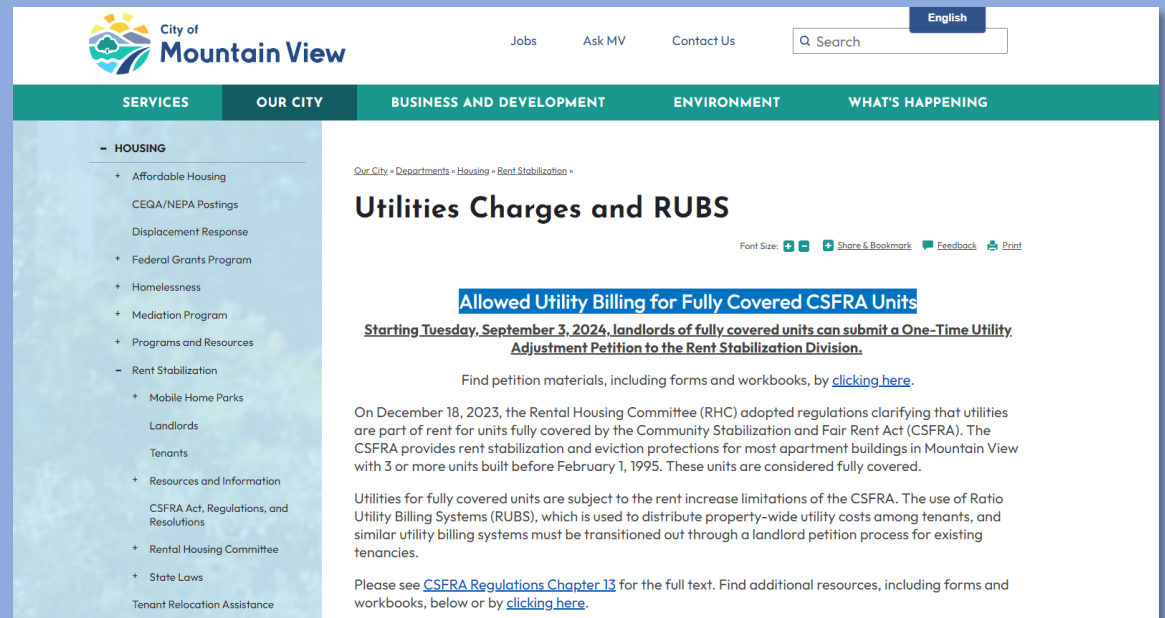
MountainView.gov/rubs



Step 1: [MountainView.gov/rubs](https://mountainview.gov/rubs)

Go to the website:
[MountainView.gov/rubs](https://mountainview.gov/rubs)

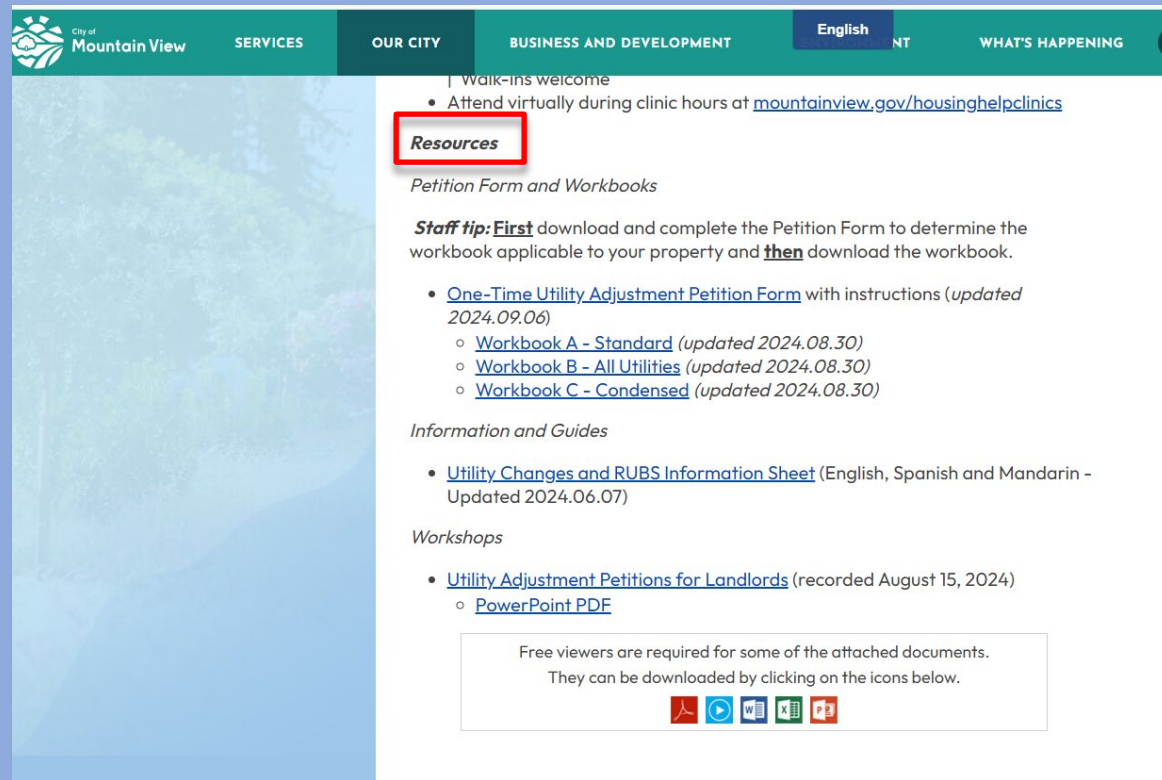
This is where you can find information, resources and updates about the One-Time Utility Adjustment Petition.



The screenshot shows the City of Mountain View website. The header includes the logo, navigation links (Jobs, Ask MV, Contact Us), a search bar, and a language selector set to English. The main navigation bar lists: SERVICES, OUR CITY, BUSINESS AND DEVELOPMENT, ENVIRONMENT, and WHAT'S HAPPENING. A left sidebar menu is expanded to 'HOUSING', listing various categories including Rent Stabilization. The main content area is titled 'Utilities Charges and RUBS' and features a highlighted section: 'Allowed Utility Billing for Fully Covered CSFRA Units'. Below this, a bolded text states: 'Starting Tuesday, September 3, 2024, landlords of fully covered units can submit a One-Time Utility Adjustment Petition to the Rent Stabilization Division.' The page also includes a paragraph explaining the regulations and a link to find petition materials.

Step 2: Locate Resources

Scroll toward the bottom of the page, until you see the **Resources** section



The screenshot shows the City of Mountain View website with a green navigation bar. The 'OUR CITY' tab is selected. The main content area features a 'Resources' section highlighted with a red box. Below this, there are sections for 'Petition Form and Workbooks', 'Information and Guides', and 'Workshops'. A note at the bottom indicates that free viewers are required for some documents and provides icons for PDF, YouTube, Word, Excel, and PowerPoint.

City of Mountain View SERVICES OUR CITY BUSINESS AND DEVELOPMENT English NT WHAT'S HAPPENING

Walk-ins welcome

- Attend virtually during clinic hours at mountainview.gov/housinghelpclinics

Resources

Petition Form and Workbooks

Staff tip: **First** download and complete the Petition Form to determine the workbook applicable to your property and **then** download the workbook.

- [One-Time Utility Adjustment Petition Form](#) with instructions (updated 2024.09.06)
 - [Workbook A - Standard](#) (updated 2024.08.30)
 - [Workbook B - All Utilities](#) (updated 2024.08.30)
 - [Workbook C - Condensed](#) (updated 2024.08.30)


Information and Guides

- [Utility Changes and RUBS Information Sheet](#) (English, Spanish and Mandarin - Updated 2024.06.07)

Workshops

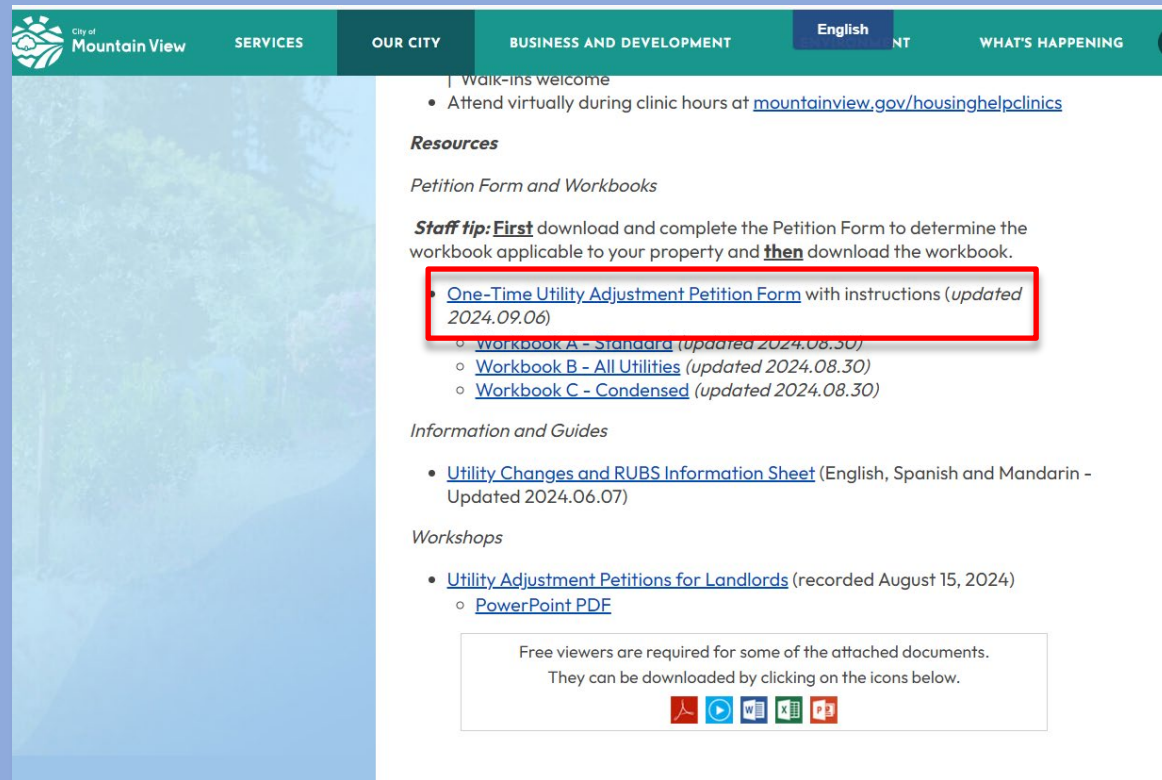
- [Utility Adjustment Petitions for Landlords](#) (recorded August 15, 2024)
 - [PowerPoint PDF](#)

Free viewers are required for some of the attached documents.
They can be downloaded by clicking on the icons below.



Step 3: Download the Petition Form

Click the blue text
**One-Time Utility Adjustment
Petition Form** to download
the form



The screenshot shows the City of Mountain View website with a green navigation bar. The main content area is titled 'Resources' and includes a 'Petition Form and Workbooks' section. A red box highlights the link for the 'One-Time Utility Adjustment Petition Form with instructions (updated 2024.09.06)'. Below this are links for three workbooks: 'Workbook A - Standard', 'Workbook B - All Utilities', and 'Workbook C - Condensed'. The 'Information and Guides' section includes a link for 'Utility Changes and RUBS Information Sheet'. The 'Workshops' section includes a link for 'Utility Adjustment Petitions for Landlords' with a 'PowerPoint PDF' link. A note at the bottom states that free viewers are required for some documents and provides icons for PDF, YouTube, Word, Excel, and PowerPoint.

City of Mountain View SERVICES OUR CITY BUSINESS AND DEVELOPMENT English NT WHAT'S HAPPENING

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Workshops

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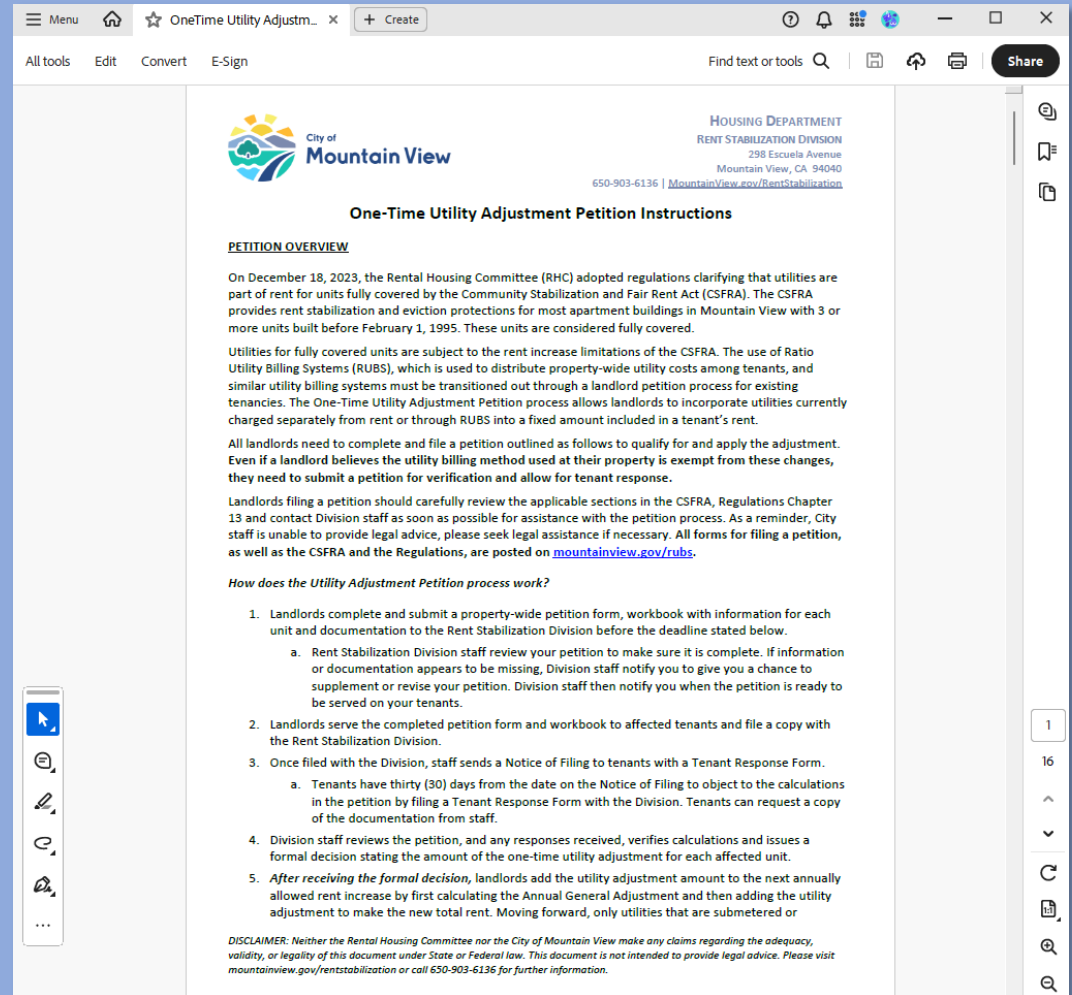
Free viewers are required for some of the attached documents.
They can be downloaded by clicking on the icons below.



Step 4: Open the Downloaded File


Open the Downloaded File
on your computer

Open with Adobe Acrobat
for best results



Menu OneTime Utility Adjustm... x + Create

All tools Edit Convert E-Sign Find text or tools Share

 **City of Mountain View**

HOUSING DEPARTMENT
RENT STABILIZATION DIVISION
298 Escuela Avenue
Mountain View, CA 94040
650-903-6136 | MountainView.gov/RentStabilization

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.

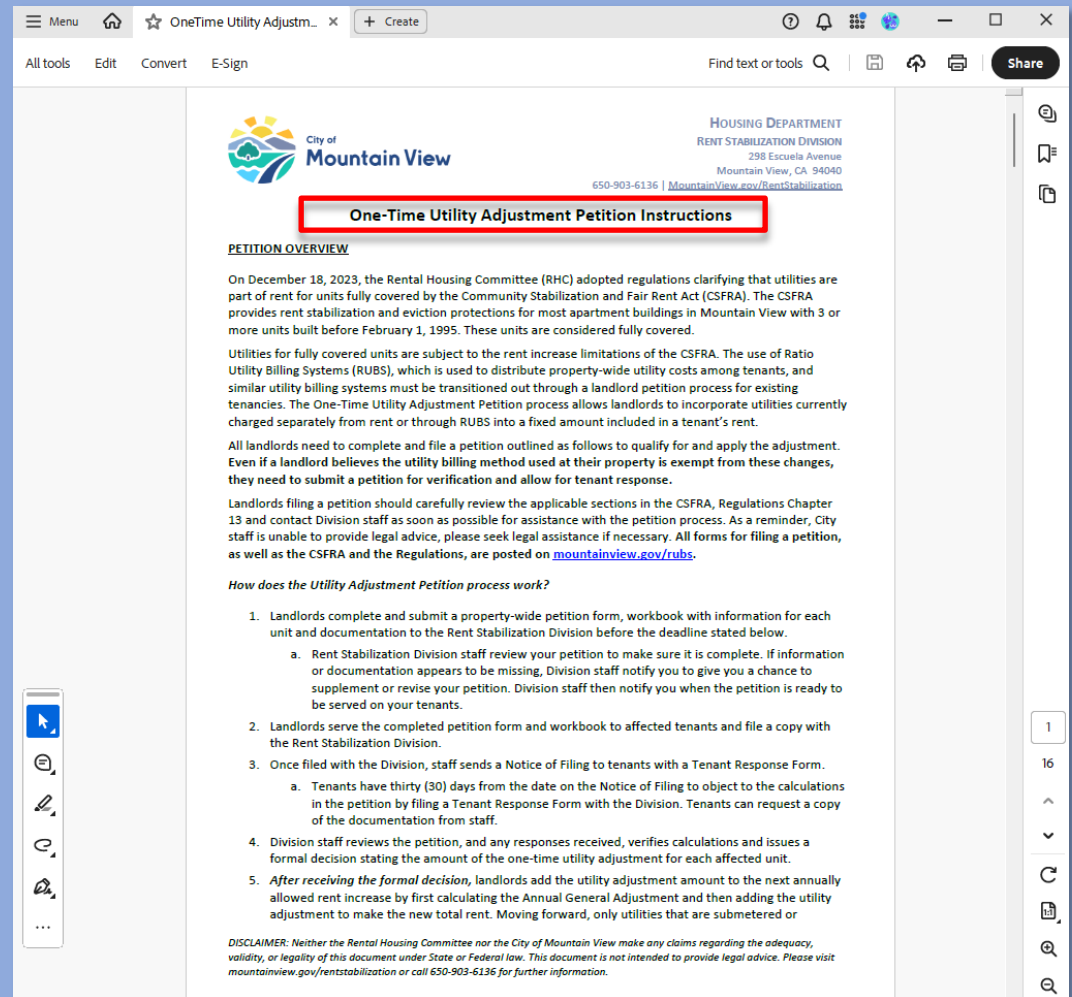
How does the Utility Adjustment Petition process work?

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 to affected tenants and file a copy with the Rent Stabilization Division.
3. 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. Tenants can request a copy of the documentation from staff.
4. Division staff reviews the petition, and any responses received, verifies calculations and issues a formal decision stating the amount of the one-time utility adjustment for each affected unit.
5. **After receiving the formal decision**, landlords add the utility adjustment amount to the next annually allowed rent increase by first calculating the Annual General Adjustment and then adding the utility adjustment to make the new total rent. Moving forward, only utilities that are submetered or

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.


Step 5: Read Instructions Carefully

Read Petition Instructions pages 1-9 carefully, including important terms to know



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 **City of Mountain View**

HOUSING DEPARTMENT
RENT STABILIZATION DIVISION
298 Escuela Avenue
Mountain View, CA 94040
650-903-6136 | MountainView.gov/RentStabilization

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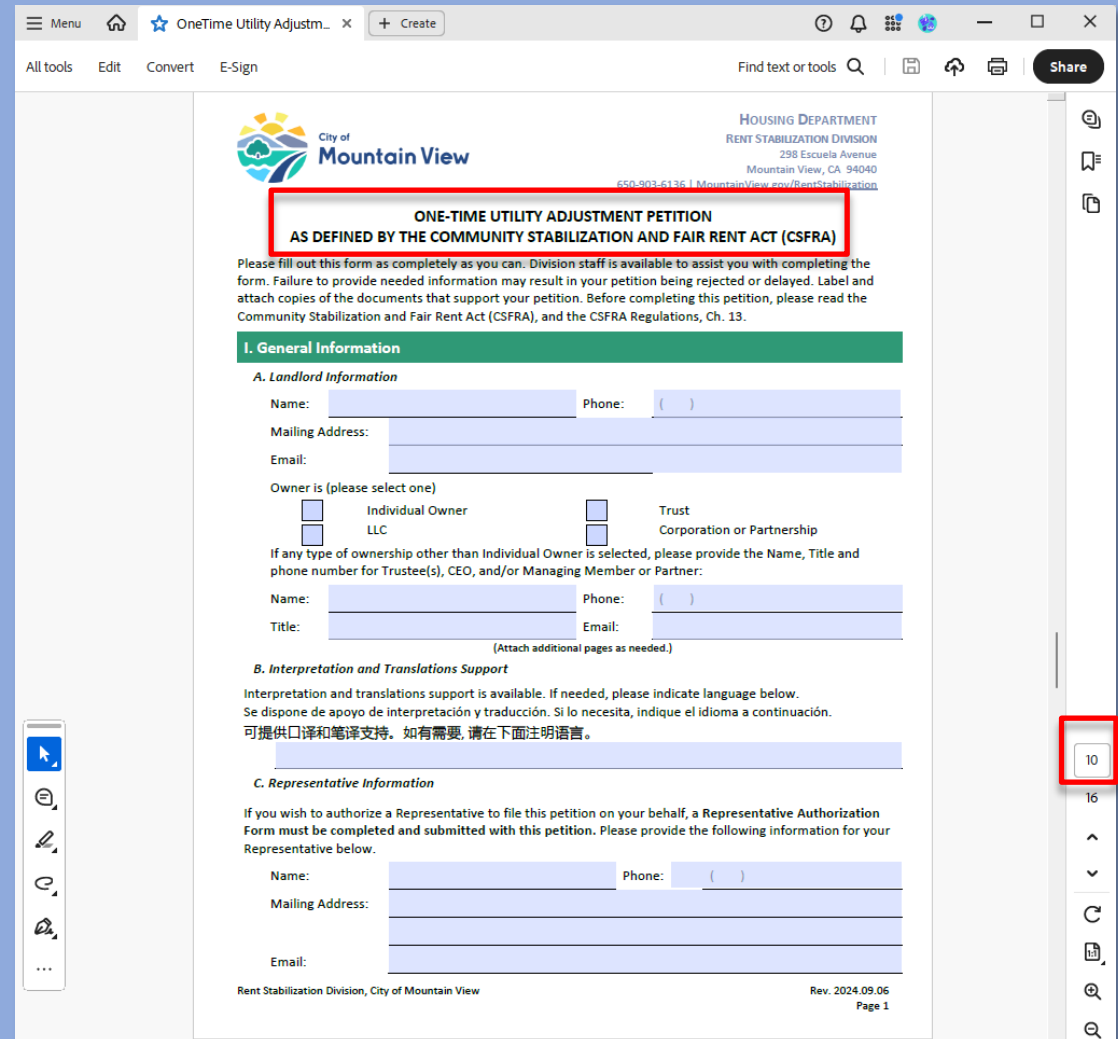
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Step 6: Scroll to Petition Form

Scroll to page 10, where the
Petition Form begins



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 HOUSING DEPARTMENT
RENT STABILIZATION DIVISION
298 Escuela Avenue
Mountain View, CA 94040
650-903-6136 | MountainView.gov/RentStabilization

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)

Individual Owner Trust

LLC 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, 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:

Rent Stabilization Division, City of Mountain View Rev. 2024.09.05 Page 1

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Section I. General Information



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A. Landlord Information

Enter the Landlord information.
All fields are required unless noted.

I. General Information

A. Landlord Information

Name: Phone: ()

Mailing Address:

Email:

Owner is (please select one)

Individual Owner Trust

LLC 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 Translation

If you need translation or interpretation support from the City of Mountain View, indicate the language in this section.

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 the property manager or anyone else is submitting the petition for the landlord, this section needs to be completed.

- If this is the case, you need to fill out, serve and file the Representative Authorization form at the same time that you serve and file the petition packet.
- A representative can be a property manager, attorney, legal worker, or any other person(s) designated by you.

C. Representative Information

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

Name:	<input type="text"/>	Phone:	<input type="text"/> (<input type="text"/>) <input type="text"/>
Mailing Address:	<input type="text"/>		
	<input type="text"/>		
Email:	<input type="text"/>		

Section II. Property Information



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Property Information

Enter the property information.
All fields are required.

II. Property Information

Property Address:

Parcel Identification Number:

Purchase Year:

Number of Fully Covered CSFRA Residential Units on this Property:

Section III. Petition Submission Due Date

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Petition Submission Due Date

Click one of the boxes in this section, based on how many units are on the 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**, 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>

Section IV. Common Area Amenities

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Review Landscaping Definition

Review the **Landscaping** section in **Terms to Know** (page viii)

Terms to Know

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.

Review Landscaping Definition

Click the boxes to indicate which common area amenities are on your property

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

Section V. Select Relevant Workbook

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Select Relevant Workbook

Read the instructions of Section V carefully

Click the box for one Option (A, B or C) that best describes the types of utility billing on your property

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 Conserve 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.*

<input type="checkbox"/> Option A: Standard Workbook	
<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> <p><input type="checkbox"/> Water <input type="checkbox"/> Sewer <input type="checkbox"/> Trash</p>	<p><u>AND</u> All of these utilities (PG&E) are submetered and/or included in rent.</p> <p><input type="checkbox"/> Gas <input type="checkbox"/> Electric</p>
<input type="checkbox"/> Option B: All Utilities Workbook	
<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> <p><input type="checkbox"/> Water <input type="checkbox"/> Sewer <input type="checkbox"/> Trash</p>	<p><u>AND</u> 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> <p><input type="checkbox"/> Gas <input type="checkbox"/> Electric</p>
<input type="checkbox"/> Option C: Condensed Workbook	
<p>All of these utilities are submetered and/or included in rent.</p> <p><input type="checkbox"/> Water <input type="checkbox"/> Sewer <input type="checkbox"/> Trash</p>	<p><u>AND</u> All of these utilities (PG&E) are submetered and/or included in rent.</p> <p><input type="checkbox"/> Gas <input type="checkbox"/> Electric</p>

Section VI. Documentation

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Documentation

Based on the Workbook option you selected in the previous section, view which set of Documentation is needed

Gather and label the documentation in this section

Click the boxes and fill the fields of the applicable documents you are attaching to the petition.

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.

Section VII. Missing Documentation

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Missing Documentation

This is an optional section. If you are missing any documentation, identify the **Category** of documentation.

Type a **Description of Missing Document** and **Reason Document is Unavailable**

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		

Section VIII. Additions/Explanations



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Additions/Explanations

This is an optional section. You can provide any additional explanations to your petition in this space.

Attach separate sheets of paper if more room is needed to explain your circumstance(s).

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.

Section IX. Declaration

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Declaration

Wait. Do not sign this page. You will sign this page later, after staff lets you know that the petition is ready to be served.

IX. Declaration

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:

Next Steps

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Next Steps

Once you complete the Petition Form, you can:

Download and complete the appropriate workbook

Gather all of your documentation

Submit the completed **Petition Form**, applicable and completed **workbook** and your **documentation** to the Rent Stabilization Division by:

email (preferred method) to mvrent@mountainview.gov

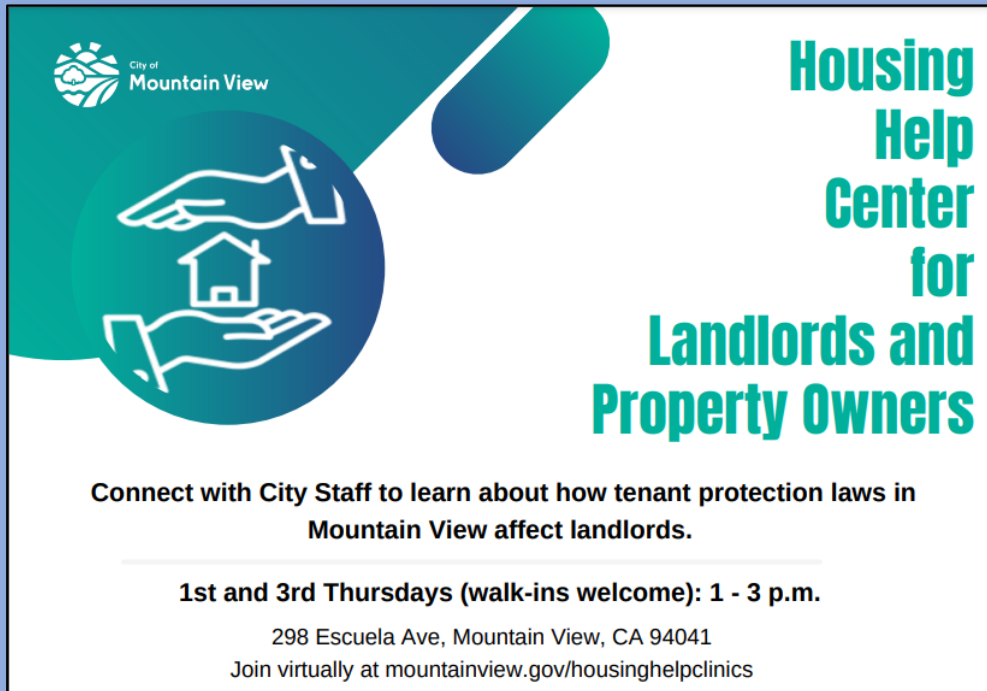
-or-


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


Contact the Rent Stabilization Staff for Assistance

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Housing Help Center



 **City of Mountain View**



Housing Help Center for Landlords and Property Owners

Connect with City Staff to learn about how tenant protection laws in Mountain View affect landlords.

1st and 3rd Thursdays (walk-ins welcome): 1 - 3 p.m.

298 Escuela Ave, Mountain View, CA 94041
Join virtually at mountainview.gov/housinghelpclinics

New expanded hours: Open every Thursday during September and October 2024

1 p.m. – 3 p.m.

298 Escuela Ave. Mountain View, CA
Join virtually:
mountainview.gov/housinghelpclinics

Virtual Office Hours

Virtual Office Hours

Every Tuesday from 10 a.m. to 12 p.m.

Join virtually: **mountainview.gov/rspofficehours**

Join on Zoom to get individual assistance from Rent Stabilization Staff, including assistance with the One-Time Utility Adjustment Petition.

Contact us.

Rent Stabilization Division, City of Mountain View

650-903-6136

mvrent@mountainview.gov

mountainview.gov/rentstabilization

