

INSTRUCTIONS FOR COMPLETING A HOUSING PROVIDER PETITION FOR UPWARD ADJUSTMENT OF RENT UNDER THE CSFRA

The Community Stabilization and Fair Rent Act (“CSFRA”) of the City of Mountain View Section applies to rental properties with three or more units, built before February 1, 1995. The CSFRA regulates rent increases and decreases. Housing Providers and/or tenants may petition for individual increases or decreases in rent in accordance with the CSFRA, and implementing regulations adopted by the Rental Housing Committee. Although increases and decreases in rent are regulated, a housing provider is entitled to earn a fair return.

The petition for upward adjustment of rent ensures a housing provider may earn a fair return by maintaining his or her net operating income for a property from year to year. Net operating income is defined as gross income less operating expenses. The petition process reviews the net operating income earned from a property in the base year and the petition year. The petition process provides for rent increases if necessary to ensure that the net operating income earned in the petition year is at least equal to the inflation-adjusted net operating income earned in the base year. Housing providers who are considering filing a petition are advised to carefully review the applicable sections in the CSFRA and the Regulations before filing a petition. **All forms for filing a petition, as well as the CSFRA and the Regulations, are posted on www.mountainview.gov/rentstabilization.**

ELIGIBILITY TO FILE

A petition for individual upward adjustment of rent will only be accepted if:

- The rental property substantially complies with all the provisions of the CSFRA and the Regulations, and all applicable orders of the Rental Housing Committee, including payment of the Rental Housing Fee(s);
- The rental property substantially complies with all state and local health and safety laws; and
- There are no outstanding citations or notices of violation for the property.

HOW TO COMPLETE THE PETITION

- Complete the entire *Petition Packet*, including the *Petition Form* and all required attachments;
- Be sure to check that you have:
 - ✓ Decided whether to designate a representative and completed the separate *Representative Authorization Form* if applicable;
 - ✓ Attached summaries of income and expense statements for the three years prior to the date of the petition;
 - ✓ Entered the contact information for all parties, including affected tenants, or a copy of your rent roll with the same information, as described in *Worksheet 1*;
 - ✓ Included the rental history for all units in *Worksheet 2*;
 - ✓ Completed all mandatory financial worksheets and all other worksheets that apply to the specific petition being submitted including all *supplemental worksheets (Worksheets 4.1, 4.2, 5.2, 5.3, 5.4, 5.5, 5.6, 5.7 and 5.8)*;
 - ✓ Attached and labelled all required documents to substantiate the entries on each worksheet, and listed any unavailable documents in *Worksheet 9*;

- ✓ Provided the names and identifying information for witnesses you intend to call at the hearing, as required in *Worksheet 10*;
- ✓ Signed the *Declaration* on the *Petition Form*; and
- ✓ Attached copies of *Notice of Submission and Proof of Service to Tenants of a Petition Requesting Upward Adjustment of Rent*.

HOW TO FILE THE PETITION

- If desired, you may schedule an *optional and informal* preliminary review by a CSFRA program administrator prior to formally serving the petition to tenants and filing the petition with the City; this preliminary review provides an opportunity for CSFRA staff to offer feedback regarding missing information, worksheets and documentation and clarify questions that you may have before filing the petition;
- Once the packet is ready, prepare the petition for filing with the City and serving on tenants:
- *For serving on tenants:*
 - Complete the *Housing Provider Notice of Submission and Proof of Service to Tenants of a Petition Requesting Upward Adjustment of Rent* form and attach it as the cover of the *Petition* that you serve on each tenant of the affected units;
 - Serve a copy of the *Petition (including worksheets)* with the *Notice of Submission and Proof of Service to Tenants of a Petition Requesting Upward Adjustment of Rent* form on the cover, on each tenant in every rental unit affected by the petition (evidentiary documentation does not need to be attached);
- *For filing with the City:*
 - Once you have served the petition on the tenants, submit two (2) ***un-redacted*** copies of the *Petition Packet (including all evidentiary documentation)* to the City of Mountain View with copies of the *Notice of Submission and Proof of Service to Tenants of a Petition Requesting Upward Adjustment of Rent* for each unit to:

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

THE FORMAL PETITION PROCESS

A program administrator will closely evaluate each petition packet to make sure it meets the submission requirements of the CSFRA and Regulations. If the petition is deemed to be insufficient, the petitioner will be given an opportunity to supplement or revise the petition. A petition will only be considered properly filed when it has been submitted in substantially completed form with all material information necessary to be able to reach a decision on the petition.

AFTER THE PETITION HAS BEEN ACCEPTED

Once the petition is formally accepted, the Mountain View Rental Housing Helpline will contact you to discuss the next stage of the petition and hearing process outlined by Chapters 4 and 5 of the CSFRA Regulations, including scheduling a settlement meeting, if that option was elected. 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.).

If all parties agree, a settlement meeting will be scheduled and a notice of the meeting date will be sent to all parties.

If no settlement meeting is requested, or if the settlement meeting is not successful, a hearing before a Hearing Officer will be scheduled. The hearing will be conducted in accordance with the CSFRA, its Rules and Regulations, and the directions set forth by the Hearing Officer. Parties affected by the petition may file a Response Notice. All parties have a right to participate in the process prior to and during the hearing, and to designate an attorney representative, or any other person or organization they choose as a representative. Once the formal hearing has concluded, the Hearing Officer will issue a written decision determining whether the adjustment should be granted.

A Hearing Officer's decision may be appealed to the Rental Housing Committee. The appeal must be filed within ten (10) days of the mailing date of decision by the Hearing Officer. If a Hearing Officer's decision is not appealed within this timeframe, it automatically becomes the final decision for this petition.

LOOKING FOR MORE HELP?

The CSFRA Act and Regulations, as well as all program forms are available at the City's website: www.mountainview.gov/rentstabilization. If you have questions about the petition form which are not answered above or in the petition form itself, please contact the Mountain View Rental Housing Helpline at (650) 282-2514 or CSFRA@housing.org.



**PETITION FOR UPWARD ADJUSTMENT OF RENT
AS DEFINED BY THE COMMUNITY STABILIZATION AND FAIR RENT ACT
(CSFRA)**

Please fill out this form as completely as you can. City staff is available to assist you with completing the forms. Failure to provide needed information may result in your petition being rejected or delayed. Attach copies of the documents that support your petition. Before completing this petition, please read the Community Stabilization and Fair Rent Act, and the Community Stabilization and Fair Rent Act Regulations, Ch. 4, 5 and 6.

I. General Information

A. Owner Information

Name: _____ Phone: () _____

Mailing Address: _____

Email: _____ Yes, I opt in for email communication

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: _____

(If more than one owner of property, list all other owners, addresses, telephone number/email in Worksheet 7.)

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

B. Representative Information

Name: _____ Phone: () _____

Mailing Address: _____

Email: _____ Yes, I opt in for email communication

II. Property Information

Property Address: _____

(Street Number)

(Street Name)

Parcel Identification Number: _____

Purchase Date: _____

Purchase Price: _____

Total Number of Residential Units on This Property: _____

Total Number of Units Affected by This Petition: _____

Property Unit Number(s) Affected by This Petition: _____

III. Base Year and Petition Year

Base Year: Calendar Year of 2015

Petition Year: Twelve (12) months prior to the date you sign and date this Petition:

to

(Month)

(Year)

(Month)

(Year)

In reviewing petitions for upward adjustment of rent, the effect of annual general adjustments which have been granted up to the date of the decision on this petition, will be taken into account.

IV. Income and Expense Summaries & Calculation of Net Operating Income

- Please attach your income and expense summaries for **the three (3) years preceding this petition.**
- Please complete the attached worksheets, where applicable, to provide the information necessary to calculate net operating income (NOI) in the base year and the allowable NOI plus CPI adjustment for the petition year.
If your actual net operating income for the petition year is lower than the NOI for the base year plus the CPI adjustment, **you might be eligible for an upward adjustment of rent.**

V. Request for Settlement Meeting

Prior to the hearing regarding a petition for an individual rent adjustment, a voluntary settlement meeting may be scheduled with a facilitator to provide a way for parties to resolve their differences informally with the assistance of a skilled intermediary. Any settlement agreement will be a private record and is not subject to public disclosure.

- I wish to request a voluntary settlement meeting
- I do not wish to request a voluntary settlement meeting

VI. Declaration

I (we) request an individual upward adjustment for the described rental units on the property in order to ensure that I (we) receive a fair rate of return. This request demonstrates that the actual net operating income received for this property is less than the Base Year Net Operating Income plus the CPI Adjustment.

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

- I (we) have complied with the provisions of the Community Stabilization and Fair Rent Act and implementing rules and regulations (please check all that apply):
 - have rolled back the rent on all units to either the rate charged on Oct. 19, 2015 –OR– to the amount charged at date of move-in if tenancy started after Oct. 19, 2015
 - have only increased the rent by the amount allowed under the law since the CSFRA went into effect on Dec. 23, 2016; if I charged more than the allowed amounts, I have refunded the unlawful rent to my tenants
 - have paid all applicable Rental Housing Fees; 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.

A completed and signed Notice of Submission and Proof of Service to Tenants of a Petition Requesting Upward Adjustment of Rent Form is attached for each affected unit.

Signature: _____
 Print Name: _____
 Date: _____

Signature: _____
 Print Name: _____
 Date: _____

Section A:

Property Information and Compliance

- **Worksheets 1, 2 and 3**

Gather, attach and label the following documents:

- Tenant Information**
- Rent History**
- Compliance Records**
 - Rent Roll Back Documentation
 - Code Inspection and/or Code Violation Records (if available)
 - Base Year (2015) and Petition Year
 - Proof of Rental Housing Fee Payment

Worksheet 1: Tenant Contact Information (MANDATORY)

Instructions: Attach a copy of the Tenant Rent Roll or prepare an equivalent list utilizing the form below. Include the information for each rental unit subject to this petition. Use a separate line for each tenant who signed the lease in each unit. *This information can be redacted in the copies sent to the tenants to protect tenant privacy.*

Unit # or other ID	Name(s) of Tenant(s) who are on the Unit's Lease	Phone Number for Each Tenant (if known)	Email for Each Tenant (if known)

Worksheet 3: Explanation of Relevant Facilities, Housing Services and Allocation of Utility Costs (MANDATORY)

Instructions: Provide a description of relevant facilities (ex: onsite parking, laundry facilities, recreation room, etc.), housing services (ex: trash pick-up, onsite management, security services, etc.), and the allocation of utility costs for ALL units (trash/recycle/refuse collection; electricity; gas; water/sewer; other (submeters for each unit, paid by Owner for property, ratio utility billing system or services, etc.). Although you may not be seeking a rent increase for each rental unit, information on ALL rental units on the property must be included in this worksheet. Attach available Code Inspection and/or Code Violation Records received from the City of Mountain View for 2015 and the Petition Year. Complete and attach additional copies of this page if needed.

1. Description of Facilities Available within Rental Property

2. Description of Housing Services Available within Rental Property

3. Description of Allocation Utility Costs between Owner and Tenants and between Each Rental Unit

Section B:

Operating Income

- **Worksheets 4 through 4.2**

Gather the following documents:

- Worksheet 4.1 – Vega Standard – Base Year**
 - Rent for all units for Base Year 2015
(January 1, 2015 through December 31, 2015)
 - Vacancy information for the Base Year
- Worksheet 4.2 – Rents Lawfully Collectible – Petition Year**
 - Rent for all units for Base Year 2015
(January 1, 2015 through December 31, 2015)

Worksheet 4: Adjusted Gross Income (MANDATORY)

Instructions: Complete the worksheet below to determine the Adjusted Gross Income for the base year and the petition year.

		Base Year	Petition Year	
Total Gross Income				
1.	a.	1. Rents Lawfully Collectible from Each Rental Unit Located on the Property (Calculated at 100% occupancy for 12 months. For the Petition Year , include increases due to vacancies and annual adjustment increases that could have been implemented – use <u>Worksheet 4.2</u>)		
	-OR-			
	a.	2. For Base Year: Vega Standard Adjusted Rent (Use <u>Worksheet 4.1</u>)		
	b.	<i>Imputed Rental Value of Any Owner Occupied Rental Unit(s) or Units Rented at a Discount for Employees or Other Reasons</i>		
	c.	<i>Income from Coin-Operated Laundry Facilities, Vending Machines, and Similar Income</i> (Excluding rents/other income from any commercial space located on property)		
	d.	<i>Interest from Security, Cleaning or Other Deposits Received from Tenants</i> (Except to the extent paid to Tenants)		
e.	<i>Other Income or Consideration Received in Connection with Use or Occupancy of Rental Units and Housing Services</i>			
2.	Total Gross Income (Add Lines a.1+b+c+d+e <u>OR</u> add Lines a.2+b+c+d+e)			
Total Uncollected Rent				
(To the extent same are beyond Housing Provider's good faith efforts to ensure occupancy and payment of debts. Uncollected Rents that exceed three percent (3%) of Gross Income are presumed to be unreasonable)				
3.	a.	Vacancies (Units available to occupy and being actively marketed.) (Do not fill out for the Base Year when using Vega Standard Adjusted Rent – Worksheet 4.1; vacancies are already calculated in worksheet.)		
	b.	Uncollected rents (Bad debts)		
4.	Total Rent Loss (Add Lines 3a. and b.)			
5.	Adjusted Gross Income (Line 2 minus Line 4) (Total Gross Income – Total Rent Loss = Adjusted Gross Income)			

Example Worksheet 4.1: Vega Standard Adjusted Rent

2015 HUD Fair Market Rents (FMR)

Unit Type	Months of Occupancy											
	1	2	3	4	5	6	7	8	9	10	11	12
Efficiency	\$1,213	\$2,426	\$3,639	\$4,852	\$6,065	\$7,278	\$8,491	\$9,704	\$10,917	\$12,130	\$13,343	\$14,556
1-Bedroom	\$1,419	\$2,838	\$4,257	\$5,676	\$7,095	\$8,514	\$9,933	\$11,352	\$12,771	\$14,190	\$15,609	\$17,028
2-Bedroom	\$1,809	\$3,618	\$5,427	\$7,236	\$9,045	\$10,854	\$12,663	\$14,472	\$16,281	\$18,090	\$19,899	\$21,708
3-Bedroom	\$2,551	\$5,102	\$7,653	\$10,204	\$12,755	\$15,306	\$17,857	\$20,408	\$22,959	\$25,510	\$28,061	\$30,612
4-Bedroom	\$2,892	\$5,784	\$8,676	\$11,568	\$14,460	\$17,352	\$20,244	\$23,136	\$26,028	\$28,920	\$31,812	\$34,704

EXAMPLE

a	b	c	d	e	f	g	h
Unit Number	Unit Type Number of Bedrooms	Total Rent Received per Unit (in 2015)	Months Unit Occupied (in 2015)	FMR per Month for Unit Type One Month Occupancy	FMR Total Rent For Months Unit Occupied (Columns e * f)	Vega Adjusted Total Rent	
						Greater of Column d or g	
1	1a	Efficiency	\$15,000	12	\$1,213	\$14,556	\$15,000
2	1b	1-Bedroom	\$18,000	12	\$1,419	\$17,028	\$18,000
3	1c	2-Bedroom	\$20,900	11	\$1,809	\$19,899	\$20,900
4	2a	Efficiency	\$13,800	12	\$1,213	\$14,556	\$14,566
5	2b	1-Bedroom	\$18,600	12	\$1,419	\$17,028	\$18,600
6	2c	2-Bedroom	\$24,000	12	\$1,809	\$21,708	\$24,000
7	-	-	-	-	-	-	-
Total Rent Received 2015			\$110,300	Vega Adjusted Total Rent 2015			\$111,066

Supplemental Worksheet 4.1: Vega Standard – Base Year

Instructions: Complete columns *b* through *h* for each unit in the property when requesting adjustment of the Base Year Gross Income as part of a Petition for Upward Adjustment of Rent. In column *d*, list the total Rent received in 2015 for each unit, regardless of the number of tenants or number of tenancies. Complete columns *f* and *g* for units ***affected by this Petition ONLY*** using the 2015 HUD Fair Market Rents listed in the table below by Unit Type (number of bedrooms) and the total number of months the unit was occupied.

Please indicate:

- Yes, I request a recalculation of my 2015 Base Year Gross Income because the average monthly rent received for one or more rent stabilized units *affected by this Petition* in the base year was unusually low, as defined in the CSFRA Regulations. (fill out **Worksheet 4.1** below)
- No, I do not wish to use the Vega Adjustment (do not fill out this **Worksheet 4.1**)

<i>a</i>	<i>b</i>	<i>c</i>	<i>d</i>	<i>e</i>	<i>f</i>	<i>g</i>	<i>h</i>
Unit Number		Unit Type Number of Bedrooms	Total Rent Received Per Unit in 2015	Months Unit Occupied in 2015	FMR Per Month for Unit Type One Month Occupancy	FMR Total Rent For Months Unit Occupied (Columns <i>e</i> * <i>f</i>)	Vega Adjusted Total Rent <i>Greater of Column d or g</i>
	<i>1a</i>	<i>Example: 2 BR</i>	<i>\$15,000</i>	<i>12</i>	<i>\$1,809</i>	<i>\$21,708</i>	<i>\$21,708</i>
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
Total Rent Received 2015				Vega Adjusted Total Rent 2015			

For properties with more than 12 units, please use multiple pages.

Supplemental Worksheet 4.2: Rents Lawfully Collectible – Petition Year (MANDATORY)

Instructions: Complete columns *b* through *l* for each unit on the property to calculate the Petition Year Rents Lawfully Collectible – Worksheet 4 as part of a Petition for Upward Adjustment of Rent.

	<i>a</i>	<i>b</i>	<i>c</i>	<i>d</i>	<i>e</i>	<i>f</i>	<i>g</i>	<i>h</i>	<i>i</i>	<i>j</i>	<i>k</i>	<i>l</i>
	Unit		Move-in Date	Base Rent for Unit (Rent as of Oct. 19, 2015 OR Rent on Move-in Date)	Multiplied by Number of Months in Petition Year Only Base Rent Applicable	Applicable Increase: 2017 AGA – 3.4% (Sept. 1 2017 – Aug. 31, 2018)	Multiplied by Number of Months in Petition Year Only 2017 AGA Increase Applicable	Applicable Increase: 2018 AGA – 3.6% (Sept. 1 2018 – Aug. 31, 2019)	Multiplied by Number of Months in Petition Year 2018 AGA Increase Applicable	Applicable Increase: 2019 AGA – 3.5% (Sept. 1 2019 – Aug. 31, 2020)	Multiplied by Number of Months in Petition Year 2019 AGA Increase Applicable	Total Lawfully Collectible Rent in Petition Year per Unit (Columns <i>e</i> + <i>g</i> + <i>i</i> + <i>k</i>)
<i>Ex:</i>	1		10/01/15	\$1,000	$0 \times \$1,000 = \0	$\$1,000 (1.034) = \$1,034$	$0 \times \$1,034 = \$9,306$	$\$1,034 (1.036) = \$1,071.22$	$9 \times \$1,071.22 = \$9,640.98$	$\$1,071.22 (1.035) = \$1,108.71$	$3 \times \$1,108.71 = \$3,326.13$	$\$0 + \$0 + \$9640.98 + \$3,326.13 = \$12,967.11$
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												
12												
13												
14												
15												
Total Rent Lawfully Collectible for Petition Year												

For properties with more than 15 units, please use multiple pages.

Section C:

Operating Expenses

- **Worksheets 5 through 5.8**

Gather the following documents:

- Worksheet 5.1A (Base Year) and 5.1B (Petition Year) – Ordinary Repair and Replacement Expenses**
 - Maintenance records or logs
 - Invoices
 - Receipts
 - Cancelled checks
- Worksheet 5.2A (Base Year) and 5.2B (Petition Year) – Reasonable Management Expenses**
 - Invoices
 - Receipts
 - Cancelled checks
- Worksheet 5.3A (Base Year) and 5.3B (Petition Year) – Property-Related Expenses**
 - Multi-Family Inspection Fee
 - Rental Housing Fee (Petition Year)
 - Business License Fees
 - Property Taxes
- Worksheet 5.4A (Base Year) and 5.4B (Petition Year) – Utility-Related Expenses**
 - Utility Bills and Payments paid by owner
- Worksheet 5.5A (Base Year) and 5.5B (Petition Year) – Capital Improvement Expenses**
 - Maintenance records or logs
 - Invoices
 - Receipts
 - Cancelled checks
 - Contracts and/or bids
- Worksheet 5.6A (Base Year) and 5.6B (Petition Year) – Owner Performed Labor**
 - Maintenance records or logs
- Worksheet 5.7A (Base Year) and 5.7B (Petition Year) – Other Expenses**
 - Invoices
 - Receipts
 - Cancelled checks

Worksheet 5: Operating Expenses (MANDATORY)

Instructions: Supply the operating expenses for all rental units to the extent they are incurred in connection with the operation of the property for base year and current year. Do NOT include costs paid by tenants (e.g. utilities). If you have not owned the property since the base year and expenses are unavailable or incomplete, please indicate in Worksheet 6 why the records are not available and provide estimated operating expenses for the base year for each line item for which your records are incomplete. *For the monetary amounts listed below, attach documentation substantiating the costs incurred, such as invoices, receipts, or cancelled checks. For each attached document, label the line item which it supports.*

Operating Expense		Base Year	Petition Year
1.	<i>Reasonable Costs for Ordinary Repair, Replacement and Maintenance Expenses</i> (Enter totals from Worksheet 5.1A – Base Year and 5.1B – Petition Year)		
2.	<i>Reasonable Management Expenses</i> [Six percent (6%) of annual gross income presumed reasonable. If you claim a higher amount, complete and enter totals from Worksheet 5.2A – Base Year and 5.2B – Petition Year]		
3.	<i>Property-Related Expenses</i> (Enter totals from Worksheet 5.3A – Base Year and 5.3B – Petition Year)		
4.	<i>Utilities Expenses</i> (Enter totals from Worksheet 5.4A – Base Year and 5.4B – Petition Year)		
If Applicable			
5.	<i>Reasonable Capital Improvement Costs</i> (Calculated in accordance with Section F of Chapter 6 of the CSFRA Regulations. Enter totals from Worksheet 5.5A – Base Year and 5.5B – Petition Year)		
6.	<i>Owner Performed Labor</i> (Enter totals from Worksheet 5.6A – Base Year and 5.6B – Petition Year)		
7.	<i>Other Operating Expenses</i> (Itemize in Worksheet 5.7) 12a) Costs related to increases or decreases in number of tenants, living space, furniture, furnishings equipment or housing services, occupancy rules 12b) Costs related to substantial deterioration of Rental Unit other than as result of normal wear and tear		
8.	<i>Allowable Attorneys' Fees</i> (Amortized over 5 years)		
9.	Total Operating Expenses		
Consideration for unusually high or low operating expenses during the Base Year or Petition Year, if applicable (Itemize in Worksheet 5.8)			

Supplemental Worksheet 5.1A: Ordinary Repair, Replacement and Maintenance Expenses – Base Year

Instructions: Complete the worksheet for ordinary repair replacement and maintenance costs for the base year. Repair, replacement and maintenance costs may include, but are not limited to, building maintenance, including carpentry, painting, plumbing, and electrical work, supplies, equipment, refuse removal, and security services or systems, cleaning, fumigation, landscaping, and repair or replacement of furnished appliances, drapes, and carpets (as per Chapter 6, Section E 1(f) of the CSFRA Regulations). Such costs include the salaries/wages of employees performing tasks identified above, or the proportionate share of the salary/wage that corresponds to time spent performing such tasks. Owner performed labor should be included on Worksheets 5.4A and 5.4B. Please attach evidence of ordinary repair, replacement and maintenance expenses for each item listed below such as regular maintenance records or logs, invoices, receipts or cancelled checks and label the line item which it supports.

Please indicate:

- Yes, I have Ordinary Repair, Replacement and Maintenance Expenses for the Base Year (fill out **Worksheet 5.1A** below)
- No, I do not have Ordinary Repair, Replacement and Maintenance Expenses for the Base Year

	Description of Expense	Units Benefitted (Choose 1)		Cost
		All (Place X)	Unit (List Unit ID)	
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
Total (Sum of All Costs)				

**Do not include avoidable or unnecessary expenses incurred or other items excluded by the CSFRA Rules and Regulations in the above list. Do not include any expenses reimbursed by deductions from tenant security deposits.*

Supplemental Worksheet 5.1B: Ordinary Repair, Replacement and Maintenance Expenses – Petition Year

Instructions: Complete the worksheet for ordinary repair replacement and maintenance costs for the base year. Repair, replacement and maintenance costs may include, but are not limited to, building maintenance, including carpentry, painting, plumbing, and electrical work, supplies, equipment, refuse removal, and security services or systems, cleaning, fumigation, landscaping, and repair or replacement of furnished appliances, drapes, and carpets (as per Chapter 6, Section E 1(f) of the CSFRA Regulations). Such costs include the salaries/wages of employees performing tasks identified above, or the proportionate share of the salary/wage that corresponds to time spent performing such tasks. Owner performed labor should be included on Worksheets 5.4A and 5.4B. *Please attach evidence of ordinary repair, replacement and maintenance expenses for each item listed below such as regular maintenance records or logs, invoices, receipts or cancelled checks and label the line item which it supports.*

Please indicate:

- Yes, I have Ordinary Repair, Replacement and Maintenance Expenses for the Petition Year (fill out **Worksheet 5.1B** below)
- No, I do not have Ordinary Repair, Replacement and Maintenance Expenses for the Petition Year

	Description of Expense	Units Benefitted (Choose 1)		Cost
		All (Place X)	Unit (List Unit ID)	
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
Total (Sum of All Costs)				

**Do not include avoidable or unnecessary expenses incurred or other items excluded by the CSFRA Rules and Regulations in the above list. Do not include any expenses reimbursed by deductions from tenant security deposits.*

Supplemental Worksheet 5.2A: Reasonable Management Expenses – Base Year

Instructions: Six percent (6%) of annual gross income is presumed reasonable for management expenses. **Complete this worksheet only if you claim your actual management expenses are higher than the 6% standard.** Reasonable management expenses (contracted or owner-performed) may include necessary and reasonable advertising, accounting, human resources and management of employees or contractors, tenant-screening, or other managerial expenses (as per Chapter 6, Section E.1.g of the CSFRA Regulations). Such expenses may not exceed those ordinarily charged by commercial management firms for similar residential rental properties. *For the monetary amounts listed above, attach documentation substantiating the costs incurred, such as invoices, receipts, or cancelled checks. For each attached document, label the line item which it supports.*

Please indicate:

- Yes, I have reasonable management expenses above 6% in the base year
(fill out **Worksheet 5.2A** below)
- No, I do not have reasonable management expenses above 6%

	Description of Management Expense	Comparison Cost*	Base Year Cost
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
	Total Management Expenses		
	Percentage of Annual Gross Income		

**Identify and include the costs ordinarily charged by commercial management firms for similar properties and services*

Supplemental Worksheet 5.2B: Reasonable Management Expenses – Petition Year

Instructions: Six percent (6%) of annual gross income is presumed reasonable for management expenses. **Complete this worksheet only if you claim your actual management expenses are higher than the 6% standard.** Reasonable management expenses (contracted or owner-performed) may include necessary and reasonable advertising, accounting, human resources and management of employees or contractors, tenant-screening, or other managerial expenses (as per Chapter 6, Section E.1.g of the CSFRA Regulations). Such expenses may not exceed those ordinarily charged by commercial management firms for similar residential rental properties. *For the monetary amounts listed above, attach documentation substantiating the costs incurred, such as invoices, receipts, or cancelled checks. For each attached document, label the line item which it supports.*

Please indicate:

- Yes, I have reasonable management expenses above 6% in the petition year
(fill out **Worksheet 5.2B** below)
- No, I do not have reasonable management expenses above 6%

Description of Management Expense	Comparison Cost*	Petition Year Cost
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
Total Management Expenses		
Percentage of Annual Gross Income		

**Identify and include the costs ordinarily charged by commercial management firms for similar properties and services*

Supplemental Worksheet 5.3A: Property-Related Expenses – Base Year

Instructions: Complete the worksheet for property-related expenses for the base year, such as governmental fees (e.g. Rental Housing Fees, Multi-Family Inspection Fees, Business License Fees, etc.) property taxes, property-specific insurance premium(s). *Please attach evidence for each item listed below such as invoices, receipts or cancelled checks and label the line item which it supports.*

Description of Expense		Cost
1.	Multi-Family Inspection Fee	
2.	<i>Business License Fees</i> (City of Mountain View Business License is required for buildings with 5 or more units)	
3.	Insurance	
4.	Property Taxes	
5.	(Other)	
6.	(Other)	
Total (Sum of All Costs)		

Supplemental Worksheet 5.3B: Property-Related Expenses – Petition Year

Instructions: Complete the worksheet for property expenses for the base year. Be sure to include Rental Housing Fees, Multi-Family Inspection Fees, Business License Fees, Property Taxes, and Insurance. *Please attach evidence for each item listed below such as invoices, receipts or cancelled checks and label the line item which it supports.*

Description of Expense		Cost
1.	Rental Housing Fee	
2.	Multi-Family Inspection Fee	
3.	<i>Business License Fees</i> (City of Mountain View Business License is required for buildings with 5 or more units)	
4.	Insurance	
5.	Property Taxes	
6.	(Other)	
7.	(Other)	
Total (Sum of All Costs)		

Supplemental Worksheet 5.4A: Utilities Expenses Paid by Property Owner– Base Year

Instructions: Complete the worksheet for utilities expenses paid directly by the property owner for the base year, such as trash/recycle/refuse collection; electricity; gas; water/sewer; other (submeters for each unit, paid by Owner for property, ratio utility billing system or services, etc.). *Please attach evidence for each item listed below such as invoices, receipts or cancelled checks and label the line item which it supports.*

Description of Expense		Cost
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		
Total (Sum of All Costs)		

Supplemental Worksheet 5.4B: Utilities Expenses Paid by Property Owner– Petition Year

Instructions: Complete the worksheet for utilities expenses paid directly by the property owner for the petition year, such as trash/recycle/refuse collection; electricity; gas; water/sewer; other (submeters for each unit, paid by Owner for property, ratio utility billing system or services, etc.). *Please attach evidence for each item listed below such as invoices, receipts or cancelled checks and label the line item which it supports.*

Description of Expense		Cost
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		
Total (Sum of All Costs)		

Supplemental Worksheet 5.5A: Capital Improvements – Base Year

Instructions: Complete the worksheet below to determine the costs of capital improvements. Include ONLY those Capital Improvements that are necessary to bring the rental property into compliance or maintain compliance with applicable local codes affecting health and safety (as per Chapter 6, Section F of the CSFRA Regulations). Owner performed labor should be included on Worksheets 5.6A and 5.6B. *Attach invoices, receipts or other documentation to substantiate the costs incurred. For each attached document, label the line item which it supports.*

Please indicate:

- Yes, I have capital improvements for the Base Year (fill out **Worksheet 5.5A** below)
- No, I do not have capital improvements

Base Year

A	B		C	D	E	F	G	H
Description of Expense (Include benefit to the rental property)	Units Affected (Choose One)		Initial Cost	Interest Rate (If applicable)	Amortization Period (See Schedule)	Cost of Financing (C x D) x E (If applicable)	Total Cost (C + F)	Annual Cost (G / E)
	All	Units						
<i>Example: New Gate</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>\$1,000</i>	<i>3.5%</i>	<i>7</i>	<i>\$245</i>	<i>\$1,245</i>	<i>\$177.85</i>
1.	<input type="checkbox"/>	<input type="checkbox"/>						
2.	<input type="checkbox"/>	<input type="checkbox"/>						
3.	<input type="checkbox"/>	<input type="checkbox"/>						
4.	<input type="checkbox"/>	<input type="checkbox"/>						
5.	<input type="checkbox"/>	<input type="checkbox"/>						
6.	<input type="checkbox"/>	<input type="checkbox"/>						
7.	<input type="checkbox"/>	<input type="checkbox"/>						
8.	<input type="checkbox"/>	<input type="checkbox"/>						
9.	<input type="checkbox"/>	<input type="checkbox"/>						
10.	<input type="checkbox"/>	<input type="checkbox"/>						
11.	<input type="checkbox"/>	<input type="checkbox"/>						
12.	<input type="checkbox"/>	<input type="checkbox"/>						
13.	<input type="checkbox"/>	<input type="checkbox"/>						
14.	<input type="checkbox"/>	<input type="checkbox"/>						
15.	<input type="checkbox"/>	<input type="checkbox"/>						
16.	<input type="checkbox"/>	<input type="checkbox"/>						
Total (Sum of All Costs)								

Supplemental Worksheet 5.5B: Capital Improvements – Petition Year

Instructions: Complete the worksheet below to determine the costs of capital improvements. Include ONLY those Capital Improvements that are necessary to bring the rental property into compliance or maintain compliance with applicable local codes affecting health and safety (as per Chapter 6, Section F of the CSFRA Regulations). Owner performed labor should be included on Worksheets 5.6A and 5.6B. Attach invoices, receipts or other documentation to substantiate the costs incurred. For each attached document, label the line item which it supports.

Please indicate:

- Yes, I have capital improvements for the Petition Year (fill out **Worksheet 5.5B** below)
- No, I do not have capital improvements

Petition Year

A	B		C	D	E	F	G	H
Description of Expense (Include benefit to the rental property)	Units Affected (Choose One)		Initial Cost	Interest Rate (If applicable)	Amortization Period (See Schedule)	Cost of Financing (C x D) x E (If applicable)	Total Cost (C + F)	Annual Cost (G / E)
	All	Units						
<i>Example: New Gate</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$1,000	3.5%	7	\$245	\$1,245	\$177.85
1.	<input type="checkbox"/>	<input type="checkbox"/>						
2.	<input type="checkbox"/>	<input type="checkbox"/>						
3.	<input type="checkbox"/>	<input type="checkbox"/>						
4.	<input type="checkbox"/>	<input type="checkbox"/>						
5.	<input type="checkbox"/>	<input type="checkbox"/>						
6.	<input type="checkbox"/>	<input type="checkbox"/>						
7.	<input type="checkbox"/>	<input type="checkbox"/>						
8.	<input type="checkbox"/>	<input type="checkbox"/>						
9.	<input type="checkbox"/>	<input type="checkbox"/>						
10.	<input type="checkbox"/>	<input type="checkbox"/>						
11.	<input type="checkbox"/>	<input type="checkbox"/>						
12.	<input type="checkbox"/>	<input type="checkbox"/>						
13.	<input type="checkbox"/>	<input type="checkbox"/>						
14.	<input type="checkbox"/>	<input type="checkbox"/>						
15.	<input type="checkbox"/>	<input type="checkbox"/>						
16.	<input type="checkbox"/>	<input type="checkbox"/>						
17.	<input type="checkbox"/>	<input type="checkbox"/>						
Total (Sum of All Costs)								

Supplemental Worksheet 5.6A: Housing Provider Performed Labor – Base Year

Instructions: Complete the table below **only if** the housing provider actually performed work that is included in line item expenses in Worksheets 5.1A and B (operating expenses) or Worksheets 5.5A and B (capital improvements) for which formal wages or contractor invoices were not paid. *In addition to the summary below, documentation must be provided showing the date, time, and nature of work performed, the unit(s) in which the work was performed, and if the work related to an allowed capital improvement expense.*

Please indicate:

- Yes, I have owner performed labor costs for the Base Year (fill out **Worksheet 5.6A** below)
- No, I do not have owner performed labor costs

Nature of Work		Base Year			
		# of Hours of Unskilled* Labor at \$ per Hour	# of Hours of Semi-skilled** Labor at \$ per Hour	# of Hours of Skilled*** Labor at \$ per Hour	Total cost per line
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
Total Cost of Owner Performed Labor					

*Examples include mowing or watering lawn, cleaning, sweeping, buying supplies, etc.

**Examples include painting, minor plumbing, minor repairs, planting

***Labor for which you have special training, education or work experience or hold a license, like electrical, plumbing or carpentry

Supplemental Worksheet 5.6B: Housing Provider Performed Labor – Petition Year

Instructions: Complete the table below **only if** the Housing Provider actually performed work that is included in line item expenses in Worksheet 5.1A and B (operating expenses) or Worksheets 5.5A and B (capital improvements) for which formal wages or contractor invoices were not paid. *In addition to the summary below, documentation must be provided showing the date, time, and nature of work performed, the unit(s) in which the work was performed, and if the work related to an allowed capital improvement expense.*

Please indicate:

- Yes, I have owner performed labor costs for the Base Year (fill out **Worksheet 5.6B** below)
- No, I do not have owner performed labor costs

Nature of Work		Petition Year			Total cost per line
		# of Hours of Unskilled Labor* at \$ per Hour	# of Hours of Semi-skilled Labor** at \$ per Hour	# of Hours of Skilled*** Labor at \$ per Hour	
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
Total Cost of Owner Performed Labor					

*Examples include mowing or watering lawn, cleaning, sweeping, buying supplies, etc.

**Examples include painting, minor plumbing, minor repairs, planting

***Labor for which you have special training, education or work experience or hold a license, like electrical, plumbing or carpentry

Supplemental Worksheet 5.7A: Other Operating Expenses – Base Year

Instructions: Complete the table below **only if** there were other operating expenses not documented above in prior worksheets for the base year and the petition year. *Please attach evidence of the expenses listed above such as records or logs, invoices, receipts or cancelled checks. For each attached document, label the line item which it supports. Do not include avoidable or unnecessary expenses incurred. Do not include items or categories excluded by the CSFRA Rules and Regulations.*

Please indicate:

- Yes, I have other operating expenses in the base year (fill out **Worksheet 5.6A** below)
- No, I do not have other operating expenses

	Description of Operating Expense	Base Year
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
Total (Sum of All Costs)		

Supplemental Worksheet 5.7B: Other Operating Expenses – Petition Year

Instructions: Complete the table below **only if** there were other operating expenses not documented above in prior worksheets for the base year and the petition year. *Please attach evidence of the expenses listed above such as records or logs, invoices, receipts or cancelled checks. For each attached document, label the line item which it supports. Do not include avoidable or unnecessary expenses incurred. Do not include items or categories excluded by the CSFRA Rules and Regulations.*

Please indicate:

- Yes, I have other operating expenses in the petition year (fill out **Worksheet 5.6B** below)
- No, I do not have other operating expenses

	Description of Operating Expense	Petition Year
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
Total (Sum of All Costs)		

Supplemental Worksheet 5.8: Unusually High or Low Operating Expenses during the Base Year or Petition Year (MANDATORY)

Instructions: If you claim that the rental property financial data in the prior worksheets does not adequately portray the representative fair return for this rental property because the base year net operating income (NOI) was atypically high or low due to unusually high or low operating expenses, you should complete the following worksheet and also provide the additional information described below in support of the items listed in the worksheet. Use *Worksheet 6* to calculate the Base Year NOI. For each specific expense line item described in this worksheet, provide supporting documents, including equivalent financial documentation for prior or later years where appropriate. For each attached document, label the line item which it supports. For further details on the applicable formula, review the formula set forth in the CSFRA Rules and Regulations.

Please indicate:

- Yes, I have unusually high or low operating expenses (fill out **Worksheet 5.7** below)
- No, I do not have unusually high or low operating expenses

Base Year

1.	Describe Unreasonably High or Low Expense	Describe Unusual Circumstances	Units Affected (Choose One)		Cost
			All (Place X)	Unit (List Unit ID)	
1.					
2.					
3.					
4.					

Petition Year

1.	Describe Unreasonably High or Low Expense	Describe Unusual Circumstances	Units Affected (Choose One)		Cost
			All (Place X)	Unit (List Unit ID)	
1.					
2.					
3.					
4.					

For each line item included in this worksheet, provide the following additional information where relevant:

- a. Base year operating expenses did not include a recurring expense
- b. Base year operating expenses included a non-recurring expense
- c. An expense listed for the base year is not representative of recurring costs (e.g. too high or too low)
- d. Petition year operating expenses excludes a recurring expense (e.g. insurance premium was paid bi-annually)
- e. Petition year operating expenses includes a non-recurring expense
- f. An expense listed for the petition year is not representative of recurring costs (e.g. too high or too low)

Section D:

Maintenance of Net Operating Income and Proposed Rent Increases

- **Worksheets 6, 7, and 8**

Gather the following documents:

- Profit and Loss Statements**
 - Prior three years
- Completed Worksheet 4**
- Completed Worksheet 5**

EXAMPLE Worksheet 6: Net Operating Income

Instructions: Complete the worksheet below to calculate the net operating income.

	Base Year (2015)	Petition Year (August 2016 – August 2017)
1. <i>Adjusted Gross Income</i> (Worksheet 4, Line 5)	\$100,000	\$120,000
2. <i>Total Operating Expenses</i> (Worksheet 5, Line 8)	\$80,000	\$100,000
3. Net Operating Income (Subtract Line 2 from Line 1 above)	\$20,000	\$20,000

EXAMPLE Worksheet 7: Calculation of NOI plus CPI Adjustment

Instructions: Complete the worksheet below to calculate the CPI adjustment and Allowed Rent Increase per Unit for the units affected by the petition.

	Base Year (2015)	Petition Year (Aug. 2016 – Aug. 2017)
1. <i>Actual Net Operating Income (NOI)</i> (Worksheet 3, Line 3)	\$20,000	\$20,000
a. <i>CPI – All Urban Consumers “Rent Primary Residence” San Francisco-Oakland-Hayward Area</i> (Determine CPI by following these instructions)	371.075	419.229
b. <i>CPI Percentage Calculation</i> (Divide petition year by base year, round to the nearest 100 th , remove the 1 and multiply by 100) Example: $\frac{430.929}{371.075} = 1.16$ or $.16 \times 100 = 16\%$		~16% -or- 1.16
3. <i>Adjusted Base Year NOI</i> (Multiply the base year Actual NOI by the CPI increase) Example: $\$20,000 \times 1.16 = \$23,200$	\$23,200	
4. <i>Adjusted Petition Year NOI</i> (Determine the difference between the petition year Actual NOI and the Adjusted NOI; subtract Line 3 from the base year from Line 1 of the petition year) Example: (Line 1 from Petition Year) – (Line 3 from Base Year) $\$20,000 - \$23,200 = -\$3,200$ <u>Upward adjustment of rent is determined if the Petition Year NOI is negative.</u>		-\$3,200
5. <i>Allowed Rent Increase per Month</i> (Divide Line 4 of the petition year by 12 months) Example: $\$3,200/12 = \266.67		\$266.67
6. Allowed Rent Increase per Unit (Divide Line 5 of the petition year by the total number of units) Example: $\$266.67/3 \text{ units} = \88.89 increase per unit		\$88.89

Worksheet 6: Net Operating Income (MANDATORY)

Instructions: Complete the worksheet below to calculate the net operating income.

		Base Year	Petition Year
1.	<i>Adjusted Gross Income</i> (Worksheet 4, Line 5)		
2.	<i>Total Operating Expenses</i> (Worksheet 5, Line 8)		
3.	Net Operating Income (Subtract Line 2 from Line 1 above)		

Worksheet 7: Calculation of NOI plus CPI Adjustment (MANDATORY)

Instructions: Complete the worksheet below to calculate the CPI adjustment and Allowed Rent Increase per Unit for the units affected by the petition.

		Base Year	Petition Year
1.	<i>Actual Net Operating Income (NOI)</i> (Worksheet 3, Line 3)		
2.	a. <i>CPI – All Urban Consumers “Rent Primary Residence” San Francisco-Oakland-Hayward Area</i> (Determine CPI by following these instructions)	371.075	
	b. <i>CPI Percentage Calculation</i> (Divide petition year by base year, round to the nearest 100 th , remove the 1 and multiply by 100)		
3.	<i>Adjusted NOI</i> (Multiply the base year Actual NOI by the CPI increase)		
4.	<i>Petition Year NOI</i> (Determine the difference between the petition year Actual NOI and the Adjusted NOI; subtract Line 3 from the base year from Line 1 of the petition year) Example: (Line 1 from Petition Year) – (Line 3 from Base Year) <u>Upward adjustment of rent is determined if the Petition Year NOI is negative.</u>		
5.	<i>Allowed Rent Increase per Month</i> (Divide Line 4 of the petition year by 12 months)		
6.	Allowed Rent Increase per Unit (Divide Line 5 of the petition year by the total number of units)		

Section E:

Additional Information

- **Worksheets 9, 10 and 11**

Worksheet 9: Additions/Explanations (MANDATORY)

Instructions: Use this section to add to or explain your entries on the coversheet or any of the prior worksheets. **Be sure to identify which prior worksheet you are supplementing.**

Please indicate:

- Yes, I do have additions/explanations for this Petition (fill out **Worksheet 9** below)
- No, I do not have addition/explanations for this Petition

Worksheet 10: Unavailable Evidentiary Documentation (MANDATORY)

Instructions: If any documents necessary to support an entry in the previous worksheets are not available, identify said documents in this worksheet and explain why they could not be obtained through ordinary means.

Please indicate:

- Yes, I am missing evidentiary documentation (fill out **Worksheet 10** below)
- No, I do not have any missing evidentiary documentation

Description of Document	Reason Document is Unavailable
Summary Income and Expenses for Three (3) Years Preceding this Petition	
Worksheet 5.1A and/or 5.1B	
Worksheet 5.2A and/or 5.2B	
Worksheet 5.3A and/or 5.3B	
Worksheet 5.4A and/or 5.4B	
Worksheet 5.5A and/or 5.5B	
Worksheet 5.6A and/or 5.6B	
Worksheet 5.7A and/or 5.7B	
Worksheet 5.8A and/or 5.8B	
Other (Please explain)	

Worksheet 11: Petitioner's Witness and Expert Witness List (MANDATORY)

Instructions: Complete the worksheet below to provide information on witnesses providing testimony relevant to the petition. If an expert witness report will be submitted at the hearing (e.g., an economic analysis, property appraisal, or property inspection report), one copy of the report must be submitted either together with the Petition or at least ten (10) business days prior to the hearing.

Please indicate:

- Yes, I wish to have the following witnesses (fill out **Worksheet 11** below)
- No, I do not wish to introduce witnesses other than the petitioner

Petitioner's Witness List

	Name of Witness	Address of Witness	Subject matter the testimony of this witness will cover
1.			
2.			
3.			
4.			
5.			

Expert Witness List

	Name and Address of Expert Witness	Summary of the Expert Qualifications of this Witness	Subject Matter that the testimony of this Witness will Cover
1.			
2.			
3.			
4.			
5.			

Section F:

Proof of Service Forms

Gather the following documents:

- Completed and Signed Proof of Service Form for each unit (see attached below)**
 - Ensure each Proof of Service Form contains a blank Response Notice



This is not a rent increase. Tenants will receive written notification of a public hearing that will be held for this petition, and have the right to appear and be heard at the hearing. If the petition is approved tenants will be provided a separate written rent increase notice from the landlord, a minimum of 30 or 60 days prior to the effective date of the rent increase.

**NOTICE OF SUBMISSION AND PROOF OF SERVICE
TO TENANTS OF A PETITION REQUESTING
UPWARD ADJUSTMENT OF RENT AS DEFINED BY
THE COMMUNITY STABILIZATION AND FAIR RENT ACT (CSFRA)**

Date: _____
Address: _____
Unit Number(#): _____
Tenant Name(s)*: _____

(*List all tenants of this unit affected by this petition.)

This is to notify you that a petition has been submitted for approval of an upward adjustment of rent for the property that includes your rental unit, pursuant to the City of Mountain View Community Stabilization and Fair Rent Act ("CSFRA"), by the landlord, owner, agent or representative stated below. **A copy of the Petition with Worksheets is attached to this Notice. To review the complete and redacted Petition Packet, including evidentiary documentation, please contact the Mountain View Rental Housing Helpline.**

You are entitled to participate in all stages of this process and to have representation if you wish. You also have the right to file a Response Notice. A copy of the Response Notice is attached. For more details about the petition process, please visit: www.mountainview.gov/rentstabilization.

For help please call the Mountain View Rental Housing Helpline at (650) 282-2514, email CSFRA@housing.org, or visit the walk-in office hours in City Hall on Thursdays from 12 – 2pm.

Housing Provider/Owner/Agent/Representative

Date: _____
Signature: _____
Print Name: _____
Address: _____
Email Address: _____

Housing Provider's Proof of Service of Petition Packet

I declare that I am over eighteen years of age, and that I served one copy of the attached Petition on the **affected tenant(s) listed above by:**

Personal Service

Delivering the documents in person on the ____ day of _____, 20____, at the address(es) or location(s) above to the following individual(s).

(Print name and address of each party served.)

Mail

Placing the documents, enclosed in a sealed envelope with First-Class Postage fully paid, into a U.S. Postal Service Mailbox on the ____ day of _____, 20____, addressed as follows to the following individual(s).

(Print name and address as shown on envelope of each party served.)

Email

Emailing the documents on the ____ day of _____, 20____ at the email address(es) as follows to the following individual(s). Email is the normal mode of communication with tenant(s).

(Print name and email address of each party served.)

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct:

Executed on this ____ day of _____, 20____

Signature: _____

Print Name: _____

Address: _____



COMMUNITY STABILIZATION AND FAIR RENT ACT (CSFRA)
PETITION RESPONSE NOTICE

Person Responding to Petition Information

Name: Phone: ()
Mailing Address:
Email:

I hereby file a Response to the following Petition:

Petition Case Number:

For the following Property Address, including Unit Number(s), if applicable:

(Street Number) (Street Name) (Unit Number)

Name of Petitioner:

I am:

- A tenant affected by this petition.
A landlord affected by this petition.
Another party affected by the petition for the following reasons:

I want the Rental Housing Committee to know:

Signature:
Print Name:
Date: