



Rent Stabilization Board

May 23, 2014

Dear Property Owner:

Enclosed is the 2014/15 registration material for Berkeley residential rental units. This material includes a billing statement, fact sheet, return envelope, and a Unit Status Form with instructions. The annual registration fee remains unchanged at **\$194** for each unit covered by the Rent Stabilization Ordinance. For **units where the tenancy commenced prior to January 1, 1999**, the Board has once again authorized a direct pass-through of a portion of the registration fees under certain conditions and with proper notice (please see the reverse side of this letter).

Registration fees are due no later than Tuesday, July 1, 2014. The Rent Stabilization Ordinance requires that **payments not received in the Rent Board Office or postmarked by the due date will be assessed a 100% penalty.** Please return the bottom half of the billing statement with your payment in the enclosed return envelope on or before July 1st. In an effort to accommodate all property owners, our offices will remain open until 6:30 p.m. on Tuesday, July 1, 2014.

The billing statement is based on the most recent information provided to our office. Please review the enclosed Unit Status Form carefully. If any information on this form is incorrect, cross it out and write the correct information directly on the form. Please see the sample on the reverse side of the Registration Fact Sheet. The Unit Status Form has a space to provide your e-mail and phone number. This information is voluntary, but I encourage you to provide it as it may allow us to contact you earlier regarding important Rent Board information.

If a prior year's fee or late penalty appears on your statement, it is important to resolve this account immediately. An outstanding balance may adversely affect your eligibility to impose Annual General Adjustment increases or to effectuate an eviction for any unit on the property and may result in a collection action.

You may pay by check, cash or charge registration fees to your MASTERCARD or VISA by fully completing the credit card section of the billing statement. If you pay by credit card, you must provide your daytime telephone number, the V-Code (the last three numbers on the signature line on the back of your credit card) and credit card billing address zip code. **If you do not provide the V-Code or any of the other required credit card information by the due date, your payment may be late and may subject you to a 100% penalty.**

If you have any questions concerning the enclosed bill, please call our Registration Unit at (510) 981-7368.

Sincerely,

Jay Kelekian
Executive Director

Important Reminder

Over the past few years, we've attempted to increase our ability to communicate with owners via e-mail. It is cheaper, quicker and a clearer form of communication. In the winter we hope to be able to allow owners that have provided valid e-mail addresses to be able to pay bills and transact business online. If you have not already done so, please provide your e-mail address and phone number on the enclosed Unit Status Form.

2125 Milvia Street, Berkeley, California 94704

TEL: 510.981.7368 (981.RENT) | TDD : 510.981.6903 | FAX: 510.981.4910

E-MAIL: rent@cityofberkeley.info | INTERNET: www.cityofberkeley.info/rent