



REGISTRATION FACT SHEET

Rent Stabilization Board

Office hours during registration period

Our office hours are 9:00 a.m. to 4:45 p.m. on Mondays, Tuesdays, Thursdays and Fridays, and noon to 6:30 p.m. on Wednesdays. As a service to property owners, we will also remain open until 6:30 p.m. on Monday, July 1st to receive registration payments. Envelopes postmarked by July 1st that contain the correct registration fee will be considered timely.

Who needs to pay the registration fee?

The vast majority of residential rental units in Berkeley are subject to an annual registration fee. The “vacancy decontrol” law has no effect on this long-standing registration requirement for virtually all residential rental properties. **Units that are advertised or otherwise available for rent, even though they are not yet rented, are required to register by July 1st this year.**

When to file Vacancy Registration form?

For each new tenancy started on or after 1/1/96, landlords must file a Vacancy Registration form. The new rent level and, for tenancies started on or after 1/1/99, the housing services reported by the landlord are entered into the Rent Board database. A property is not properly registered if required Vacancy Registration forms are not filed. **If you have a current tenancy that has not yet been reported, you must file a Vacancy Registration form** within 15 days of the date it is rented even if there is no change in the rent charged. You may pick up a blank form in our office or download one from our website at www.cityofberkeley.info/rent.

Non-compliance = No rent increases and defense to an eviction

Properties not in full compliance with registration requirements for all units are not eligible to implement any rent ceiling increases for **any** unit on the property. Non-compliance may also be used as a defense in an eviction action.

Paying by credit card?

If you pay by credit card, you must include your daytime phone number, the credit card V-Code and credit card billing address zip code. Please see cover letter for further information. Failure to include the V-Code or any other required information may subject you to penalties if the payment is delayed.

Upcoming Landlord Seminars and Workshops for 2014

Please call (510) 981-RENT for more information

August 13, 2014 (5:15pm-6:15pm) 2125 Milvia St. in Berkeley	Landlord in Berkeley 101 Seminar: The basics of owning rental property in Berkeley (great for new landlords). Good opportunity for Q &A with an expert on Berkeley rental laws.
September 9, 2014 (6pm-7:30pm) Berkeley Public Library, 2900 Kittredge St., 3 rd floor Community Meeting Room	Owning Rental Property in Berkeley Workshop: A crash course on owning rental property in Berkeley. This comprehensive workshop will provide a detailed overview of registration, rent regulation, subletting, security deposit interest, and eviction.
September 26, 2014 (Noon-1:00 pm) 2125 Milvia St. in Berkeley	Landlord in Berkeley 101 Seminar: The basics of owning rental property in Berkeley (great for new landlords). Good opportunity for Q &A with an expert on Berkeley rental laws.
October 15, 2014 (5:15pm-6:15pm) 2125 Milvia St. in Berkeley	Landlord Rights & Responsibilities – Eviction: Great opportunity for Q &A with an expert on eviction laws in Berkeley.