



**NOTICE OF BERKELEY BANK CD RATE  
FOR SECURITY DEPOSIT INTEREST**

**Rent Stabilization Board**

To: \_\_\_\_\_  
(Tenant)  
\_\_\_\_\_  
(Address)  
\_\_\_\_\_  
(City, State, and Zip Code)

Dear \_\_\_\_\_:  
(Tenant)

The City of Berkeley Rent Stabilization Ordinance and Rent Board Regulation 702 require landlords to annually return to tenants security deposit interest calculated from November 1<sup>st</sup> of the previous year through October 31<sup>st</sup> of the current year. Your security deposit of \$\_\_\_\_\_ was placed in account number \_\_\_\_\_ at \_\_\_\_\_,  
(last 4 digits) (name of financial institution)  
located at \_\_\_\_\_, Berkeley, on \_\_\_\_\_.  
(address) (date of deposit)

The Rent Stabilization Board permits landlords with accounts held in Berkeley financial institutions for the 12 months ending October 31<sup>st</sup> (or from the date the tenancy began if less than 12 months old) to utilize the Berkeley bank CD rate. For this year the rate is \_\_\_\_\_%, which is the monthly average of the average rates of interest paid on the first business day of each month for six-month certificates of deposits by insured commercial banks doing business in the City of Berkeley. I have calculated the amount owed to you by multiplying the amount of the deposit by the interest rate determined by the Rent Board. (If the tenancy is less than 12 months old, the interest shall be reduced by 1/12th for each month less than 12.) **As required, I will also send a copy of this notice to the Rent Board.**

Check One:

- Enclosed please find a check in amount of \$\_\_\_\_\_
- Please make a one-time rent reduction in the amount of \$\_\_\_\_\_ for the month of January 20\_\_\_\_\_.

\_\_\_\_\_  
(Landlord or Property Manager)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(City, State and Zip Code)

I declare under penalty of perjury of the laws of the State of California that the information in this form is true and correct to the best of my knowledge.

\_\_\_\_\_  
(Signature) (Date)

**For further information regarding how your interest was calculated, please contact the Berkeley Rent Board at 981-7368.**