



## COMMUNITY DEVELOPMENT DEPARTMENT RENT STABILIZATION

### Rent Registry



On January 24, 2017, the City of Beverly Hills adopted Ordinance No. 2725 requiring property owners to register their units within the city. Registration is required within 30 days of the date written on the notice from the City informing the owner that registration has begun.

#### RENT REGISTRY

Most multi-family rental properties built before February 1995 are subject to Rent Stabilization and must be registered on an annual basis with the city's Rent Registry. At the start of every year in January, letters are mailed to property owners notifying them that the registration cycle has begun. The annual registration cycle opens in January and closes on February 6th. It is important for property owners to provide current information for each unit of the property, including vacant units. The registry will populate with the previous year's information but will require updates for any changes in rent, new occupancy, or other information. Required information also includes current business tax registration (license), current rent information for each unit including move-in dates and contact information for both the property owner and property manager.

Once you have submitted the information through the city's portal, it is reviewed by city staff for completeness and any unpermitted rent increase, and to verify that the information has been accurately captured. If an unpermitted rent increase or other error is discovered, the registration is deemed incomplete, and it is returned to the user with notes on corrective actions to be taken. The owner or property manager will have 30 days to make the corrections and re-submit the information. If the information for specific units is not corrected and submitted within the allotted amount of time, the property will not complete the registration, resulting in a violation of the city's municipal code. Any units remaining in violation will be ineligible for a rent increase for that year until such a time the unit comes into compliance.

Once the annual registration is submitted, letters are sent to tenants to review and confirm the reported rent amount. Tenants will have an opportunity to review and confirm that the reported rent amount is correct, and if so, no further action is needed. Should the reported rent not be accurate, the tenant may submit a request for a certificate of the reported rent amount. Once the certification is issued, the tenant may request an appeal within 15 days of the date of the certificate issuance. Staff will initiate a review and attempt to correct any errors or find resolution with the owner. In situations where owner and tenant continue to disagree with the rent amount, staff may then initiate a hearing with the city hearing officer for further review and issue a determination. Once a determination is made by the hearing officer and the rent amount is corrected in the registry, the registration is deemed complete.

#### WHEN TO REGISTER

Please check our website for our registry guide and information video.

##### FOLLOWING A VACANCY

When a unit is re-rented following a vacancy, the property owner shall re-register the unit within 30 days after the date of re-rental.

##### CHANGE IN BUILDING MANAGEMENT

The property owner shall file registration amendments within 30 days of a change of the property manager or authorized agent or if the address or other contact information of the owner or authorized agent changes.

##### CHANGE IN OWNERSHIP

The seller shall provide the City with written notice of the change in ownership including the date of transfer and the name and address of the new owner within 30 days of the close of escrow. The new owner is required to file a registration form within 30 days of the close of escrow. The new owner's registration will only be accepted by the City if it is accompanied by a copy of a written notification from the property owner to all tenants advising the tenants of the change of ownership of the building and setting forth the name, address, and telephone number of the new owner and of the new owner's property manager or representative and a declaration that the new owner served the written notification to all tenant in the building. It is the responsibility of both parties to notify the division of the changes.

If registration is not completed in a timely manner - code enforcement action will be initiated resulting in forced compliance actions including but not limited to the issuance of administrative citations, prohibition of new rent increases, and stepped up legal action.

## WHY DO I NEED TO REGISTER?

**PREVENTING COMPLAINTS** - The information input in our registry system allows city staff to track unit information and notify owners of any potential unpermitted rent increases to be resolved before the tenant reports the violation. Unit registration must contain the most recent information available including occupancy status, current rent, and move-in date.

**ALLOWS FOR RENT INCREASES** - Any properties that do not complete registration during the applicable year are ineligible to give tenants a rent increase for that year.

**PREVENT ENFORCEMENT AND FINES** - Completing the registration process avoids escalation to code enforcement and the associated fines.

## WHAT IS CONSIDERED A VIOLATION?

A rent increase violation is an increase that is over the allowed threshold, was improperly served (based on state guidelines), and/or given within less than 12 months of the most recent increase. Regulations differ between tenant classification. For example Chapter 5 tenants, the increase is tied to the Consumer Price Index and changes monthly. Conversely for Chapter 6 tenants, the amount also tied to the Consumer Price Index changes annually. Current allowable rent increase information and a general FAQ may be found at the Rent Stabilization website.

If a violation is confirmed, the property owner will receive a written notification in the form of a Notice of Violation identifying the violation and applicable code section, stating the corrective action required and setting a compliance date bring such violation into compliance.

Generally, the owner will have 30 days to from the date of Notice of Violation to make the necessary corrections.

## IS AN ERROR IN THE REGISTRATION CONSIDERED A VIOLATION?

Generally no. The city recognizes that errors do occur from time to time. Staff will review information reported into the rent registry such as the original rent amount, current rent amount, occupancy type, move-in date, and last rental increase date, and business tax registration status. If any of the reviewed information is inconsistent or appears to be incorrect, staff will notify the owner via email of the corrections that need to be made. A letter will be sent notifying the property owner that the property has a clerical error or existing violation that needs be remedied. If the request to correct an error is not corrected or goes without response, the property owner will not be able to issue a rent increase for the following year to that specific unit and the matter may be referred to code enforcement for enforcement action.

## WHAT IS A CERTIFIED RENT APPEAL?

Once a property is registered, each tenant will receive a letter informing of the rent reported in the registry. The tenant has an opportunity to request a certificate of the rent amount which can be appealed by the tenant should the amount not be correct.

### WHAT DOES THAT MEAN?

This means that tenants can confirm the accuracy of the rent amount that was submitted in the system by the owner. If the tenant wishes to dispute the amount due to the belief of fraudulent or incorrect information, then they would file an appeal. The tenant should reach out to Rent Stabilization staff to confirm their address. The tenant would need to register with the city's online system and request the unit's rent certificate and begin the process.

The appeal can generally be resolved between staff and the owner administratively by making the necessary adjustments or if resolution cannot be found a hearing can be set up with the city's hearing officer.



The Rent Stabilization Division is available to answer your questions on the appeal process  
Contact us at **310-285-1000** or email **BHrent@beverlyhills.org** for any questions.



## WHAT IF I NEED HELP REGISTERING?

For assistance in completing the registration process you can contact the Rent Stabilization Division at 310-285-1000. You can receive help over the phone or set an in-person appointment to have our knowledgeable staff walk you through the process. Be sure to have all current information about your building available.