San Francisco Residential Rent Stabilization and Arbitration Board

Property Address _____
Street Number Street Name Zip Code

Landlord's or Agent's Name (Circle One)_____

Landlord/Agent's Phone _____ Fax_____

Landlord/Agent's Mailing Address _____
Street Number Street Name

_____
City State Zip Code

Rent Board Date Stamp

2013 UTILITY PASSTHROUGH CALCULATION WORKSHEET – PAGE 1

Rules and Regulations Section 6.16

	Base Year: _____	**Comparison Year:** 2012
Total Utility Costs:	(A) $_____	(D) $_____
Where applicable, enter Utility Cost For Laundry Facilities:	(B) $_____	(E) $_____
Subtract (B) from (A) and Subtract (E) from (D) to get Allowable Utility Costs:	(C) $_____	(F) $_____
Subtract Allowable Base Year Utility Costs (C) from Allowable Comparison Year Utility Costs (F) to get Increase in Utility Costs:		(G) $_____
Divide (G) by 12 Months to get Average Monthly Utility Increase for the Property:		(H) $_____
Divide (H) by Total # of Rooms (I)_____ to get **Monthly Utility Increase Per Room**:		(J) $_____ **per room**
If Base Year figures (A), (B) and (C) above are taken from Table 1 of a prior Utility Passthrough decision, list the case number here:		Case No. _____

Instructions for Landlords:

- **For complete instructions on filling out pages one and two of the 2013 Utility Passthrough Calculation Worksheet, see "Instructions for Completing 2013 Utility Passthrough Calculation Worksheet."** Instruction sheets are available at the Rent Board's office or at www.sfgov.org/rentboard.
- In 2013, you must file a Utility Passthrough Calculation Worksheet for base years 2007, 2008, 2009 and 2010 instead of filing a Petition for Approval of Utility Passthrough. A petition needs to be filed only for base year 2011, which will include tenants who moved in during 2012, as well as tenancies that commenced during calendar year 2007. FILE ONLY ONE WORKSHEET FOR EACH BASE YEAR.
- After completing the two-page Worksheet, bring two copies of the Worksheet to the Rent Board BEFORE giving your tenant notice to pay the utility passthrough. The Rent Board will date-stamp both copies as proof of filing with the Rent Board. One copy will be kept for the Rent Board's files and one copy will be returned to you.
- AFTER filing the Worksheet with the Rent Board, you may give the tenant written notice to pay the utility passthrough. **At the time of service of the rent increase notice, you must also give the tenant a copy of the date-stamped two-page Worksheet along with the one-page document from the Rent Board titled "Attachment to 2013 Worksheet/Notice to Tenant."** A utility passthrough can only be imposed at the time of an annual rent increase, and is due and owing on the date specified in the notice of rent increase. After 12 months, the passthrough must be discontinued.
- ***K*eep your utility bills and proof of payment in case the utility passthrough calculation is reviewed by the Rent Board.** The Rent Board will review 10% of all Worksheets filed with the Board. In addition, if there is no prior utility passthrough petition on file for a property, the Rent Board will review at least one Worksheet for that property.

24-Hour Information Line: 415.252.4600 **www.sfrb.org** **25 Van Ness Avenue, #320**
FAX: 415.252.4699 **San Francisco, CA 94102-6033**

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2013 UTILITY PASSTHROUGH CALCULATION WORKSHEET – PAGE 2

To determine the number of rooms in a tenant's unit, follow these guidelines:

- Single rooms without kitchens are one room units; studios are two room units; one bedroom units without a separate dining room are three room units; and so on.
- Bathrooms are not counted as rooms for purposes of the room count. Kitchens are counted as one room.
- Each parking space and garage space in the building which is included in a tenant's rental or for which a user fee is charged shall be counted as one room.
- Add the number of rooms in the unit to the number of parking or garage spaces included in the tenant's rental or for which the tenant pays a user fee. This total constitutes the room count for the unit.

LIST ALL ONE ROOM UNITS: # _____
(List only units with the Base Year reflected on page one of this Worksheet.)

1. Enter the Monthly Utility Increase Per Room from Line (J): (J) $ _____

2. Multiply 1 times (J) to get the Monthly Utility Passthrough for the unit(s): (K) _____*

LIST ALL TWO ROOM UNITS: # _____
(List only units with the Base Year reflected on page one of this Worksheet.)

1. Enter the Monthly Utility Increase Per Room from Line (J): (J) $ _____

2. Multiply 2 times (J) to get the Monthly Utility Passthrough for the unit(s): (K) _____*

LIST ALL THREE ROOM UNITS: # _____
(List only units with the Base Year reflected on page one of this Worksheet.)

1. Enter the Monthly Utility Increase Per Room from Line (J): (J) $ _____

2. Multiply 3 times (J) to get the Monthly Utility Passthrough for the unit(s): (K) _____*

LIST ALL FOUR ROOM UNITS: # _____
(List only units with the Base Year reflected on page one of this Worksheet.)

1. Enter the Monthly Utility Increase Per Room from Line (J): (J) $ _____

2. Multiply 4 times (J) to get the Monthly Utility Passthrough for the unit(s): (K) _____*

LIST ALL FIVE ROOM UNITS: # _____
(List only units with the Base Year reflected on page one of this Worksheet.)

1. Enter the Monthly Utility Increase Per Room from Line (J): (J) $ _____

2. Multiply 5 times (J) to get the Monthly Utility Passthrough for the unit(s): (K) _____*

LIST ALL SIX ROOM UNITS: # _____
(List only units with the Base Year reflected on page one of this Worksheet.)

1. Enter the Monthly Utility Increase Per Room from Line (J): (J) $ _____

2. Multiply 6 times (J) to get the Monthly Utility Passthrough for the unit(s): (K) _____*

LIST ALL SEVEN ROOM UNITS: # _____
(List only units with the Base Year reflected on page one of this Worksheet.)

1. Enter the Monthly Utility Increase Per Room from Line (J): (J) $ _____

2. Multiply 7 times (J) to get the Monthly Utility Passthrough for the unit(s): (K) _____*

* Can only be imposed pursuant to notice served *after* the Worksheet is filed, to be effective at the time of an annual rent increase.

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ATTACHMENT TO 2013 WORKSHEET/NOTICE TO TENANT

Dear Tenant:

Where a landlord pays for gas, electricity and/or steam provided directly to a rental unit and/or to the common areas of the property in which the unit is located, the San Francisco Rent Ordinance allows the landlord to recover the increase in the cost of these utilities from the tenant by calculating a utility passthrough.

In 2013, the landlord is required to file a Petition for Approval of Utility Passthrough only for passthroughs comparing utility costs for 2011 (base year) and 2012 (comparison year). For all other base years (2007, 2008, 2009 and 2010), the landlord is required to complete a two-page Utility Passthrough Calculation Worksheet and file a copy with the Rent Board before serving the tenant with a notice of increase based on the utility passthrough. The notice of rent increase must specify the dollar amount of the monthly utility passthrough and include a copy of this "Attachment to 2013 Worksheet/Notice to Tenant" plus a file-stamped copy of the two-page "2013 Utility Passthrough Calculation Worksheet."

The calculation of the utility passthrough *per room* can be found on page one of the Utility Passthrough Calculation Worksheet. The calculation of the utility passthrough *for your unit* is shown on page two of the Worksheet. A utility passthrough can only be imposed at the time of an annual rent increase, and is due and owing on the date specified in the notice of rent increase. After 12 months, the passthrough must be discontinued.

The Rent Board will review of 10% of all Worksheets filed with the Board. In addition, if there is no prior utility passthrough petition on file for a property, the Rent Board will review at least one Worksheet for that property.

Tenant Financial Hardship: A tenant may file a hardship application with the Rent Board requesting relief from all or part of the utility passthrough. A hardship application must be filed within one year of the effective date of the utility passthrough. Once a hardship application is filed, the tenant need not pay the passthrough until a decision is made by an Administrative Law Judge after a hearing on the tenant's hardship application. However, if the hardship application is denied, the tenant will need to pay the utility passthrough retroactive to the effective date. Hardship applications are available from the Rent Board's office at 25 Van Ness Avenue, Suite 320, San Francisco, CA 94102 or visit the Rent Board website at www.sfrb.org.

Tenant Challenge of Improper Utility Passthrough: A tenant may petition for a hearing on the following grounds, using the Tenant Petition form available from the Rent Board:

- The landlord did not file the Utility Passthrough Calculation Worksheet with the Rent Board prior to serving the tenant with a notice of rent increase for the utility passthrough;
- The landlord did not serve the tenant with both pages of the Utility Passthrough Calculation Worksheet;
- The landlord has not properly calculated the utility passthrough (must file within one year of effective date);
- The passthrough is calculated using an incorrect room count (must file within one year of effective date);
- The landlord failed to discontinue the passthrough after twelve months.

If you have any questions concerning the 2013 utility passthrough, you may visit the Rent Board's office at 25 Van Ness Avenue, Suite 320 at Market Street in San Francisco. Office hours are 8:00 a.m. to 5:00 p.m., Monday through Friday, except holidays. In addition, counselors are available by phone from 9:00 a.m. to 12:00 noon and from 1:00 p.m. to 4:00 p.m. The counseling number is 252.4602.

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