Residential Rent Stabilization & Arbitration Board
City & County of San Francisco

WATER REVENUE BOND PASSTHROUGH WORKSHEET
Ordinance Section 37.3(a)(5)(B); Rules and Regulations Section 4.14

Property Address _____ Date _____

Landlord's Name _____ Phone _____

Dear Tenant:

A landlord may pass through 50% of the water bill charges attributable to water rate increases resulting from the issuance of Water System Improvement Revenue Bonds authorized at the November 2002 election (Proposition A). Water bills prepared by the S.F. Public Utilities Commission commencing July 1, 2005 specify the water bill charges that are eligible for the passthrough. (See the sample water bill on the back of this form to find the eligible charges.)

Below is the calculation for the Water Revenue Bond Passthrough for your unit. **The amount on Line 12 is the monthly amount per unit that the landlord can pass through to tenants** after service of a written notice of rent increase pursuant to Civil Code §827. Rules and Regulations §4.14(b) requires the notice of rent increase to:

- specify the dollar amount of the monthly passthrough, the period of time covered by the water bill(s) that are used to calculate the passthrough and the number of months that the tenant is required to pay the passthrough (i.e. the same number of months that appears on Line 11 below);
- explain that the passthrough is based on the issuance of Water System Improvement Revenue Bonds;
- include a copy of the completed Water Revenue Bond Passthrough Worksheet;
- state that the tenant can receive a copy of the applicable water bill(s) from the landlord upon request; and,
- state that the unit is in compliance with any applicable laws requiring water conservation devices.

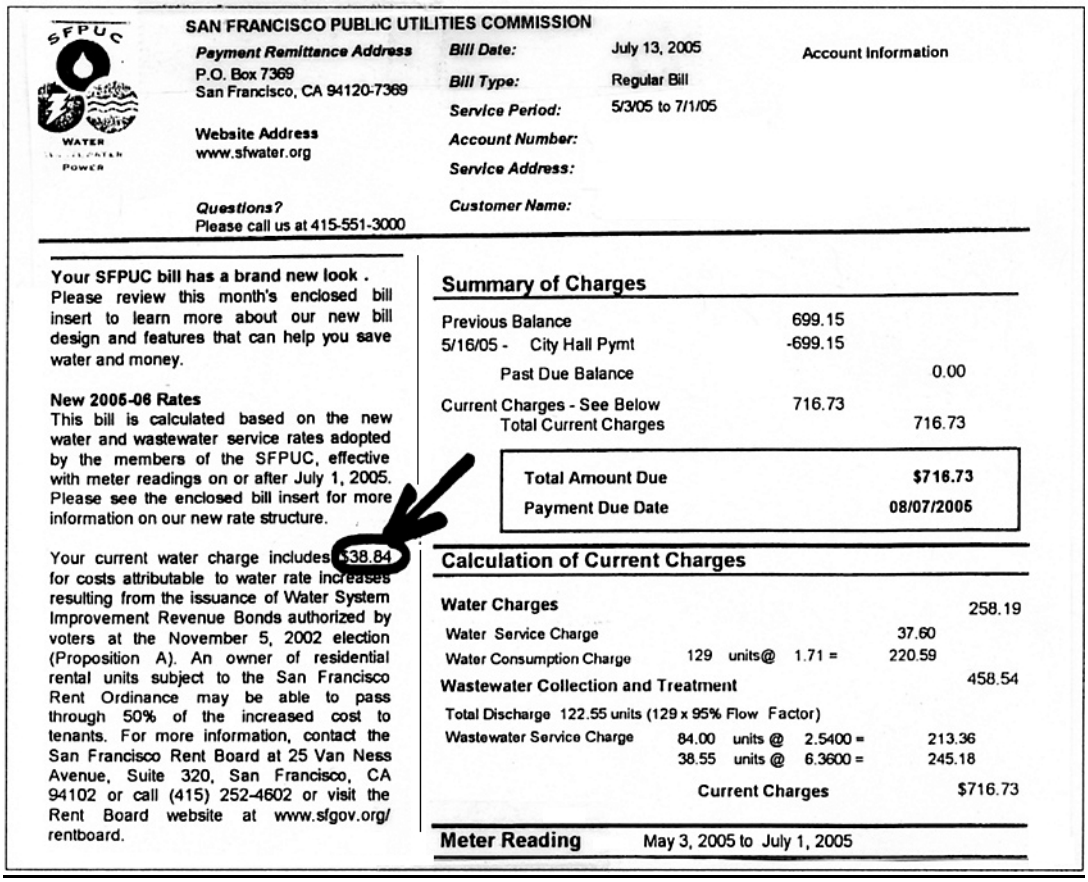
The landlord may base the calculation of the Water Revenue Bond Passthrough on a single water bill (Line 1 only) OR, in the alternative, on all the water bills for any calendar year (Lines 1-6). Where the landlord elects to calculate the Water Revenue Bond Passthrough based on calendar year(s), the passthrough must be imposed on the tenant's anniversary date. Where the landlord elects to calculate the passthrough on a single water bill, the passthrough need not be imposed on the tenant's anniversary date; however, the landlord must serve notice of such passthrough within 60 days of receipt of the water bill. In any event, the passthrough shall not become part of the tenant's base rent.

List Each Bill Date	List The Service Period For Each Water Bill*		List Each Eligible Water Bill Charge
	From to	1	$
	From to	2	$
	From to	3	$
	From to	4	$
	From to	5	$
	From to	6	$
	Add Lines 1 through 6 to get Total Eligible Charges:	7	$
	Divide Line 7 by two to get 50% of Eligible Charges:	8	$
	List Total # of Residential & Commercial Units Covered by the Water Bills:	9	
	Divide Line 8 by Line 9:	10	$
	List Total # of Months Covered by the Water Bills Listed in Lines 1-6:	11	
	Divide Line 10 by Line 11 to get Monthly Passthrough Amount Per Unit:	12	$

*** NOTE:** It is not necessary to prorate water bills for service periods that fall into two different calendar years. The landlord can elect to include such bills in either calendar year, but cannot include the same bill in both years.

539 WaterBond Passthrough Worksheet 12/19/06

Sample Water Bill (10 units)



SAN FRANCISCO PUBLIC UTILITIES COMMISSION

Payment Remittance Address
P.O. Box 7369
San Francisco, CA 94120-7369

Website Address
www.sfwater.org

Questions?
Please call us at 415-551-3000

Bill Date: July 13, 2005
Bill Type: Regular Bill
Service Period: 5/3/05 to 7/1/05
Account Number:
Service Address:
Customer Name:

Account Information

Your SFPUC bill has a brand new look . Please review this month's enclosed bill insert to learn more about our new bill design and features that can help you save water and money.

New 2005-06 Rates
This bill is calculated based on the new water and wastewater service rates adopted by the members of the SFPUC, effective with meter readings on or after July 1, 2005. Please see the enclosed bill insert for more information on our new rate structure.

Your current water charge includes $38.84 for costs attributable to water rate increases resulting from the issuance of Water System Improvement Revenue Bonds authorized by voters at the November 5, 2002 election (Proposition A). An owner of residential rental units subject to the San Francisco Rent Ordinance may be able to pass through 50% of the increased cost to tenants. For more information, contact the San Francisco Rent Board at 25 Van Ness Avenue, Suite 320, San Francisco, CA 94102 or call (415) 252-4602 or visit the Rent Board website at www.sfgov.org/rentboard.

Summary of Charges

Previous Balance	699.15	
5/16/05 - City Hall Pymt	-699.15	
Past Due Balance		0.00
Current Charges - See Below	716.73	
Total Current Charges		716.73
Total Amount Due		**$716.73**
Payment Due Date		**08/07/2005**

Calculation of Current Charges

Water Charges				258.19
Water Service Charge			37.60	
Water Consumption Charge	129 units@	1.71 =	220.59	
Wastewater Collection and Treatment				458.54
Total Discharge 122.55 units (129 x 95% Flow Factor)				
Wastewater Service Charge	84.00 units @	2.5400 =	213.36	
	38.55 units @	6.3600 =	245.18	
		Current Charges		$716.73

Meter Reading May 3, 2005 to July 1, 2005

Sample Worksheet For Passthrough Based On Single Water Bill

List Each Bill Date	List The Service Period For Each Water Bill		List Each Eligible Water Bill Charge
7/13/2005	From **5/3/05** to **7/1/05**	1	**$38.84**
	Add Lines 1 through 6 to get Total Eligible Charges:	7	**$38.84**
	Divide Line 7 by two to get 50% of Eligible Charges:	8	**$19.42**
	List Total # of Residential & Commercial Units Covered by the Water Bills:	9	**10 Units**
	Divide Line 8 by Line 9:	10	**$1.94**
	List Total # of Months Covered by the Water Bills Listed in Lines 1-6:	11	**2 months**
	Divide Line 10 by Line 11 to get Monthly Passthrough Amount Per Unit:	12	**$0.97**

Tenant Hardship: A tenant may file a hardship application with the Rent Board requesting relief from all or part of the Water Revenue Bond Passthrough. A hardship application must be filed within one year of the effective date of the Water Revenue Bond 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. 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.sfgov.org/rentboard.

Tenant Challenge of Improper Water Revenue Bond Passthrough: Within one year of the effective date of a Water Revenue Bond Passthrough, a tenant may petition for an arbitration hearing on the following grounds:

- The landlord has not properly calculated the passthrough;
- The passthrough is calculated using an incorrect unit count;
- The landlord failed to provide a clear written explanation of the charges and the calculation of the passthrough;
- The unit is not in compliance with applicable laws requiring water conservation devices;
- The tenant requested a copy of the applicable water bill(s) and the landlord has not provided them;
- The tenancy began during or after the billing period(s) included in the passthrough calculation;
- The landlord failed to discontinue the passthrough after it was fully paid. (The passthrough may remain in effect only for the same number of months covered by the water bill(s) that were used to calculate the monthly passthrough amount.)