RENT BOARD MEMORANDUM

TO: **Tenant**

FROM: **Delene Wolf, Executive Director**

SUBJECT: **Tenant Hardship Application for Water Revenue Bond Passthroughs and/or Utility Passthroughs based on Utility Passthrough Calculation Worksheet**

If payment of a Water Revenue Bond Passthrough and/or a Utility Passthrough based on a Utility Passthrough Calculation Worksheet filed with the Rent Board causes a financial hardship, you may seek partial or total relief from payment of the passthrough by filing a Tenant Hardship Application with the Rent Board. (Where the landlord has filed a Petition for Approval of Utility Passthrough instead of a Utility Passthrough Calculation Worksheet, tenant hardship must be claimed by filing a *hardship appeal* from a Rent Board decision approving the utility passthrough.)

Tenant Hardship Applications must be filed within one year of the effective date of the passthrough. After the Hardship Application is filed, a hearing will be scheduled on your claim of financial hardship. You do not have to pay the passthrough unless and until your Hardship Application is denied by an Administrative Law Judge following the hearing. If the Hardship Application is denied, you will have to pay the passthrough amount owing since the effective date of the rent increase notice. If the Hardship Application is granted, you will have to pay none or only a portion of the passthrough. Any party can appeal the decision of the Administrative Law Judge within fifteen days after the decision is mailed.

An arbitration hearing on your Hardship Application will be held at the Rent Board office within approximately sixty (60) days. **A notice of the time and date of the arbitration hearing will be mailed to both you and the landlord at least ten (10) days before the hearing.** Additional information concerning the hearing process will be sent to you at that time.

The burden of proof is on the tenant to prove his/her claim of financial hardship. In determining financial hardship, the Rent Board uses the guidelines employed by HUD (Federal Housing and Urban Development Department), that rent payments should comprise no more than 30-35% of the tenant's gross income. Please provide all requested information on the form. Fill in every line, entering a zero (0) where applicable. You will be required to submit documentation of the income, assets, resources and debts that you claim on the Tenant Hardship Application form at least one week before the hearing. While not required, you may wish to furnish a copy of your most recent tax return. If you are a student, you will have to explain why you are not working, at least part-time.

If you have any questions, please contact me at 415.252.4650.

25 Van Ness Avenue #320
San Francisco, CA 94102-6033

Phone 415.252.4602
FAX 415.252.4699

San Francisco Residential Rent Stabilization and Arbitration Board

INSTRUCTIONS FOR COMPLETING HARDSHIP APPLICATION

(1) Give complete contact information for all parties, including names, mailing addresses and telephone numbers.

(2) Provide all requested information and be as accurate as possible. You will be required to provide documentation to support your claims prior to the hearing.

(3) Each adult in the household (age 18 or over) must fill out a separate Hardship Application. Please submit all Applications together.

Rent Board Date Stamp

TENANT HARDSHIP APPLICATION (page one)

Due to (check all that apply): ☐ Water Revenue Bond Passthrough ☐ Utility Passthrough

_____ San Francisco, CA _____

Street Number of the Unit | Street Name | Unit Number | Zip Code

Tenant Information: * If there is more than one tenant, attach additional names and addresses.

First Name | Middle Initial | Last Name

Mailing Address: Street Number | Street Name | Unit Number | City | State | Zip Code

Home Phone Number | Other Phone Number | Email Address

Tenant Representative Information: ☐ Attorney ☐ Non-attorney Representative ☐ Interpreter

First Name | Middle Initial | Last Name

Mailing Address: Street Number | Street Name | Unit Number | City | State | Zip Code

Home Phone Number | Other Phone Number | Email Address

Landlord Information:

First Name | Middle Initial | Last Name

Mailing Address: Street Number | Street Name | Unit Number | City | State | Zip Code

Home Phone Number | Other Phone Number | Email Address

Landlord Representative Information: ☐ Attorney ☐ Non-attorney Representative ☐ Interpreter

First Name | Middle Initial | Last Name

Mailing Address: Street Number | Street Name | Unit Number | City | State | Zip Code

Home Phone Number | Other Phone Number | Email Address

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TENANT HARDSHIP APPLICATION (page two)

You must complete a separate form for each adult in the household (age 18 or over). Tenants should be aware that the criteria used by the Rent Board to determine hardship is the same guidelines employed by HUD (Federal Housing and Urban Development Dept.), that rent payments should generally comprise no more than 30-35% of gross income.

⬇Contact Information: (Please print)

My name is: _____
First Name Middle Initial Last Name

I live at: _____ San Francisco, CA _____
Street Number of the Unit Street Name Unit Number Zip Code

⬇Hardship Information:

Name(s) and Age(s) of Dependents:

_____

Briefly state the reason for hardship. (For example, fixed income, illness, inability to work (give reason), large medical bills, etc.)

_____

Briefly state the type of relief you would like. (For example, temporary deferment of the passthrough for a certain period, permanent deferment of all or part of the passthrough, etc.)

_____

⬇Rental History:

_____ _____ _____ _____
Original Rent Move-in Date Unit Size (specify # of bedrooms) # of Occupants

My TOTAL current rent, including all passthroughs (utility, capital improvement, water bond, general bond) is: $_____

Recently imposed passthrough amount that is resulting in a financial hardship for me: (Please attach rent increase notice PLUS the Utility Passthrough Calculation Worksheet and/or the Water Revenue Bond Passthrough Worksheet.)

☐ Utility Passthrough: $_____ I have paid this passthrough. ☐ Yes ☐ No

☐ Water Revenue Bond Passthrough: $_____ I have paid this passthrough. ☐ Yes ☐ No

⬇Employment Information:

_____
Current Employer Position Average # of Hours Worked/Week

_____
Other Employment Position Average # of Hours Worked/Week

If unemployed, briefly describe what you are doing to look for work.

_____

_____

Are you a student? ☐ Full-time ☐Part-time If you are an unemployed student, please explain why you are not working.

_____

_____

ADDITIONAL INFORMATION REQUIRED ON NEXT PAGE

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TENANT HARDSHIP APPLICATION (page three)

▶There must be an entry for every line on this page, even if the amount entered is zero (0).◀

Income/Expense Summary for Current Year:

Income (monthly)		Expenses (monthly)	
Salary (gross)	_____	Current Rent	_____
Annual Bonus	_____	Phone	_____
Interest Income	_____	PG&E	_____
Social Security	_____	Water	_____
Rental Income	_____	Garbage	_____
Pension Payments	_____	Renter's Insurance	_____
Alimony	_____	Transportation	_____
Child Support	_____	Alimony/Child Support	_____
Dividends	_____	Medical Insurance	_____
Unemployment	_____	Medical Bills	_____
Worker's Compensation	_____	Entertainment	_____
Unemployment Comp.	_____	Food	_____
Other Income	_____	Car Loan/Insurance	_____
	_____	Loan Payments (specify)	_____
	_____		_____
Total Income:	**$ _____**	**Total Expenses:**	**$ _____**

Total Gross Income in Prior Two Calendar Years: **20___: $_____** (year) **20___: $_____** (year)

Current Assets and Liabilities:

Assets	State Value Below	Debts and Liabilities	
Checking	_____	Short Term Debt	
Savings	_____	(outstanding balance)	_____
Time Deposits	_____	Credit Cards	_____
Stocks Total	_____		_____
Bonds Total	_____	Credit Lines	_____
Retirement Funds	_____	Personal Loans	_____
Real Property (list address)			_____
_____	_____	Long Term Debt	
_____	_____	(outstanding balance)	_____
Automobiles	_____	Mortgages	_____
Clothing	_____	Car Loans	_____
Jewelry	_____	Student Loans	_____
Furnishings	_____	Medical Bills	_____
Art	_____	Dental Bills	_____
Other Personal Property	_____	Other _____	_____
Total All Assets:	**$ _____**	**Total All Debts:**	**$ _____**

I declare under penalty of perjury under the laws of the State of California that the foregoing statement regarding my income, expenses, assets and liabilities is true and correct to the best of my knowledge and belief.

_____ Signature

_____ Date

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