San Francisco Residential Rent Stabilization and Arbitration Board

NOTE: If your building was constructed after June 13, 1979, the rental unit is not subject to the Rent Ordinance and we cannot process your petition.

Rent Board Date Stamp

TENANT PETITION

⬇Rental Unit Information⬇

_____ _____ _____ San Francisco, CA 941_____
Street Number of Unit | Street Name | Unit Number | Zip Code

_____ _____ _____
Name of Building Complex (If Applicable) | Entire Building Address (lowest & highest numbers) | # of Units in Building

Was the building constructed before June 13, 1979? ☐ Yes ☐ No ☐ Don't Know Current Monthly Base Rent: $_____

Move-in Date: _____ At move-in, this was: ☐ a vacant unit ☐ part of an existing tenancy

The rent is paid to (select one): ☐ Owner ☐ Resident Manager ☐ Management Co. ☐ Other _____

If you pay rent to a Master Tenant, you must use the Subtenant Petition form instead of this Tenant Petition form.

Please list the case numbers of prior relevant Rent Board petitions: _____

⬇Tenant Information⬇ *Please list each tenant petitioner. If more room is needed, attach additional sheet.*

1.

First Name | Middle Initial | Last Name

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

Primary Phone Number | Other Phone Number

2.

First Name | Middle Initial | Last Name

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

Primary Phone Number | Other Phone Number

⬇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

Primary Phone Number | Other Phone Number

25 Van Ness Avenue #320, San Francisco, CA 94102 Phone 415.252.4602 Fax 415.252.4699

TENANT PETITION

Please provide the following information for all landlord representatives who should receive notice of this petition:

⬇Owner Information⬇

First Name | Middle Initial | Last Name

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

Primary Phone Number | Other Phone Number

⬇Resident Manager Information (if applicable)⬇

First Name | Middle Initial | Last Name

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

Primary Phone Number | Other Phone Number

⬇Management Company Information (if applicable)⬇

Name of Company | First Name of Manager | Middle Initial | Last Name

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

Primary Phone Number | Other Phone Number

⬇Other Landlord Representative Information (if applicable)⬇ ☐ Attorney ☐ Non-attorney Representative

First Name | Middle Initial | Last Name

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

Primary Phone Number | Other Phone Number

⬇Other Landlord Representative Information (if applicable)⬇ ☐ Attorney ☐ Non-attorney Representative

First Name | Middle Initial | Last Name

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

Primary Phone Number | Other Phone Number

TENANT PETITION

I am filing this petition for the following reason(s): *(Check ONLY the reasons that apply.)*

☐ **A. Substantial Decrease in Housing Services:** *(Form A must be attached to petition.)*

I have received a *substantial* decrease in housing services without a corresponding decrease in the rent. This includes claims based on noncompliance with Uniform Hotel Visitor Policy.

☐ **B. Failure to Repair and Maintain:** *(Form B must be attached to petition.)*

I received a notice of rent increase *within the last 60 days* and I do not believe I should pay it because the landlord has failed to do requested repair and maintenance that is required by law.

☐ **C. Unlawful Rent Increase(s):** *(Form C must be attached to petition.)*

I received an unlawful rent increase and/or I want the Rent Board to determine whether my current rent is a lawful amount.

☐ **D. Challenges to Passthroughs:** *(Form D must be attached to petition.)*

The landlord improperly imposed or failed to discontinue one or more of the following passthroughs:

- ☐ a. Utility (Gas and Electric) Passthrough
- ☐ b. Water Revenue Bond Passthrough
- ☐ c. General Obligation Bond Measure Passthrough
- ☐ d. Capital Improvement Passthrough

☐ **E. Other:** _____ *(Attach a written explanation of the relief sought, such as a request for determination of jurisdiction/exemption, or other request for a hearing.)*

DECLARATION OF TENANT PETITIONER(S)

I DECLARE UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THIS INFORMATION AND EVERY ATTACHED DOCUMENT, STATEMENT AND FORM IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

NOTE: Every tenant of the rental unit who wishes to be included in this petition must sign this declaration. Any tenant who lives in a different rental unit must file a separate petition.

(Print Name)	(Signature of Tenant Petitioner)	(Date)
(Print Name)	(Signature of Tenant Petitioner)	(Date)
(Print Name)	(Signature of Tenant Petitioner)	(Date)

TENANT PETITION – FORM D

CHALLENGES TO PASSTHROUGHS

PLEASE CHECK ALL APPLICABLE BOXES BELOW AND ATTACH ALL RELEVANT EVIDENCE THAT SUPPORTS YOUR CLAIM THAT THE PASSTHROUGH IS IMPROPER

Improper Passthrough

☐ The landlord improperly calculated and/or imposed one or more of the following passthroughs: *(Must be filed within one year of the effective date. A copy of the rent increase notice and passthrough worksheet(s) must be attached to the petition.)*

☐ **a. Utility (Gas & Electric) Passthrough** *[Refer to Rules and Regulations Sections 6.16 and 10.13]*

Effective date of passthrough: _____ (Month/Date/Year) Amount of passthrough: $_____

I believe the passthrough is improper because: *(Check all grounds that apply.)*

☐ i. The landlord imposed the utility passthrough without filing a required petition or Utility Passthrough Calculation Worksheet at the Rent Board.

☐ ii. The landlord served the notice of increase for the utility passthrough before filing a required petition or Utility Passthrough Calculation Worksheet at the Rent Board.

☐ iii. The landlord did not serve a copy of the Utility Passthrough Calculation Worksheet with the notice of rent increase.

☐ iv. The landlord imposed the utility passthrough on a date that is not my rent increase anniversary date.

☐ v. The landlord used an incorrect room count to calculate the utility passthrough.

☐ vi. The landlord did not use the correct base year and/or comparison year.

☐ vii. The landlord charges a user fee for laundry services and improperly included the cost of the laundry facilities in the total utility cost.

☐ viii. Other reason. *(Explain):* _____

☐ **b. Water Revenue Bond Passthrough** [*Refer to Ordinance Section 37.3(a)(5); Rules and Regulations Sections 4.14 and 10.14])*

Effective date of passthrough: _____ (Month/Date/Year) Amount of passthrough: $_____

I believe the passthrough is improper because: *(Check all grounds that apply.)*

☐ i. The landlord did not serve a copy of the Water Revenue Bond Passthrough Worksheet with the notice of rent increase.

☐ ii. The landlord did not properly calculate the passthrough.

☐ iii. The passthrough is calculated using an incorrect unit count.

☐ iv. The landlord failed to provide a clear written explanation of the charges and the calculation of the passthrough.

☐ v. My unit is not in compliance with applicable laws requiring water conservation devices.

☐ vi. I requested a copy of the applicable water bill(s) and the landlord did not provide them.

☐ vii. My tenancy began during or after the billing period(s) included in the passthrough calculation.

☐ viii. The Rent Board previously approved an Operating and Maintenance Expense increase that included the same increase in water bill charges.

☐ ix. Other reason. *(Explain):* _____

TENANT PETITION – FORM D

CHALLENGES TO PASSTHROUGHS *(continued)*

PLEASE CHECK ALL APPLICABLE BOXES BELOW AND ATTACH ALL RELEVANT EVIDENCE THAT SUPPORTS YOUR CLAIM THAT THE PASSTHROUGH IS IMPROPER

Improper Passthrough

☐ **c. General Obligation Bond Measure Passthrough** *[Refer to Ordinance Section 37.3(a)(6)]*

Effective date of passthrough: _____ (Month/Date/Year) Amount of passthrough: $ _____

I believe the passthrough is improper because: *(Check all grounds that apply.)*

☐ i. The landlord did not serve a copy of the Bond Measure Passthrough Worksheet with the notice of rent increase.

☐ ii. The landlord did not properly calculate the passthrough.

☐ iii. The passthrough is calculated using an incorrect unit count.

☐ iv. The landlord imposed the passthrough on a date that is not my rent increase anniversary date.

☐ v. I did not reside in the unit as of November 1st of the applicable tax year.

☐ vi. The Rent Board previously approved an Operating and Maintenance Expense increase that included the same increase in property taxes due to repayment of general obligation bonds
.

☐ vii. Other reason. *(Explain):* _____

Failure to Discontinue a Passthrough

☐ The landlord failed to discontinue one or more of the following passthroughs at the proper time: *(May be filed at any time and is not subject to the one-year limitation.)*

☐ **a. Capital Improvement Passthrough** (*A copy of the rent increase notice and, if available, the Rent Board decision approving the passthrough must be attached to the petition.)*

Effective date of passthrough: _____ (Month/Date/Year) Amount of passthrough: $ _____

☐ **b. Utility Passthrough** *(A copy of the rent increase notice must be attached to the petition.)*

Effective date of passthrough: _____ (Month/Date/Year) Amount of passthrough: $ _____

☐ **c. Water Revenue Bond Passthrough** *(A copy of the rent increase notice and worksheet must be attached to the petition.)*

Effective date of passthrough: _____ (Month/Date/Year) Amount of passthrough: $ _____

☐ **d. General Obligation Bond Measure Passthrough** *(A copy of the rent increase notice must be attached to the petition.)*

Effective date of passthrough: _____ (Month/Date/Year) Amount of passthrough: $ _____