



ADDED BUILDING SECURITY APPLICATION & INSTRUCTIONS

8300 Santa Monica Blvd., West Hollywood, CA 90069 p: (323) 848-6450 Email: rsd@weho.org

Parcel Identification Number: _____ - _____ - _____

Property Address: _____
(Street Number) (Street Name)

Landlord's Name: _____

Address _____

City, State & Zip _____

Daytime Phone Number: (_____) _____

Tenant's Name: _____

Address _____

City, State & Zip _____

Daytime Phone Number: (_____) _____

Description of Security-Related Enhancement(s):

Estimated cost: \$ _____

Financing rate: _____

Number of units in the building: _____

Amortization period: 5 years 10 years

Which units will be affected by the improvement? _____

Proposed monthly per-unit rent increase: \$ _____

(See attached information sheet and RSD Regulation Section 60089 for legal requirements and procedure)

DECLARATION OF LANDLORD AND TENANTS

We agree that the indicated housing service will be added to the housing services currently provided, and the Maximum Allowable Rent shall therefore be increased upon receipt of proper approval from the Rent Stabilization Department.

Check One:

- _____ The landlord and tenants elect standard cost recovery. This agreement will result in an estimated monthly per-unit increase of \$ _____ for the duration of the improvement.

- _____ The landlord and tenants elect accelerated cost recovery. This agreement will result in an estimated monthly per-unit increase of \$ _____ for five years.

I declare under penalty of perjury under the laws of the State of California that the foregoing, the information on the front of this form and all attached pages are true, correct and complete.

Signature of Landlord or Agent: _____ Date: _____

PLEASE ACCOUNT FOR ALL UNITS, EVEN IF VACANT.

(Copy and attach additional pages if necessary)

Unit I.D.	Tenant Name/Vacant? (Print)	Signature of Approval	Date
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
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_____	_____	_____	_____

INFORMATION ABOUT SECURITY-RELATED RENT ADJUSTMENTS

1. What type of improvements qualify for building-wide rent increases?

The only improvements for which a landlord can get rent increases through this application are those that enhance the security of the building. Such improvements may include, but are not limited to, the installation of fences, walls, gates, exterior or common area doors (including automatic garage doors), intercom systems, exterior or common area lighting, peepholes, security bars, locks and security windows. The cost of maintenance cannot be passed through.

Increases are not available for the repair or replacement of existing security-related housing services, for improvements which are otherwise required by law, or for improvements for which public funds are available.

2. Do the tenants have to agree to the improvement?

The law requires that the tenants of at least 75% of the affected, non-exempt units in the building agree to the improvement and to the rent increase, including the method of recovery cost, in order for the application to be considered. This agreement is established by valid signatures on the application form.

If the application is granted, equal rent increases will be granted for all affected, non-exempt units, including those of the tenants who did not agree to the improvement.

3. What kinds of increases are possible?

There are two methods of cost recovery that may be elected by the landlord and approved by the tenants:

- ▶ the *standard method* allows for costs of the improvement to be recovered in, generally, a ten-year amortization period. The amount of the monthly, per-unit increase remains in place for the duration of the service. Financing costs are **not** included in the rent adjustment computations under this method.
- ▶ the *accelerated method* allows for costs of the improvement to be recovered in, generally, a five-year amortization period. A higher monthly, per-unit rent increase is granted, but it is eliminated after five years. Financing costs are allowed under this option.

4. When may this application be submitted?

The application may be submitted any time after the sufficient number of signatures has been acquired but **before** the service itself is added. In order for the application to be approved, the service **cannot** be added prior to the tentative approval granted by the department. Furthermore, if the tentative approval is appealed, the service may not be added until the resolution of the appeal.

This program was designed for applicants who have not yet made these improvements and would like an idea of the amount of a potential rent increase. When the application is submitted, the landlord will need to attach an estimate or other documentation of the proposed expenditure.

There is a non-refundable \$25.00 fee to file this application.

5. What will happen after the application is filed?

The application will be reviewed by the department to determine if the appropriate number of signatures has been collected, if the improvement qualifies for an increase within this program and if adequate documentation has been attached.

If the application is complete and acceptable, a notice will be issued both to the landlord and the tenants announcing a tentatively-approved increase. Tenants will have ten days to object in writing to the proposed increase. Such objection may be based only on the ground that the minimum number of signatures was obtained by fraud, misrepresentation, duress or mistake. If necessary, an evidentiary hearing may be held to resolve the objection.

Following completion of the work, the landlord must provide proof of cost and proof that the work is done. Such proof may include bills, receipts, and/or photographs of the completed work. Upon approval, a notice of rent adjustment will be issued to the landlord and each affected unit.

NOTE: If an increase exceeds 12% of the current rent being paid by a tenant who did not approve the proposed improvement, that tenant may file to have the increase phased in by a maximum of 12% per year *if the tenant can establish that an increase greater than 12% would create a hardship.*