



# ADDING SERVICE APPLICATION

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

**Parcel Identification Number:** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**Landlord's Name:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
(Street Number) (Street Name) (City) (State) (Zip Code)

Daytime Phone Number: (\_\_\_\_\_) \_\_\_\_\_

**Tenant's Name:** \_\_\_\_\_

Address: \_\_\_\_\_  
(Street Number) (Street Name) (Unit #) (City) (State) (Zip Code)

Daytime Phone Number: (\_\_\_\_\_) \_\_\_\_\_

What is the Base Rent for this unit? \$ \_\_\_\_\_ Move-In Date \_\_\_\_\_  
(Increases for adding a housing service **cannot exceed 10%** of the base rent)

**Complete this box only for the addition of a parking space.**

Total proposed monthly increase for parking: \$ \_\_\_\_\_

Type of space:  Open  Covered  Secured  With storage  Other: \_\_\_\_\_

**For the addition of all other housing services, please contact the Legal Services Analyst before completing this section:**

Proposed Housing Service(s)  
(Other than parking): \_\_\_\_\_

Cost of added service(s)  
(including financing): \$ \_\_\_\_\_

Total proposed monthly  
Increase for this unit: \$ \_\_\_\_\_

**Declaration:**

We agree that the indicated housing service(s) will be added to the housing services currently provided to the unit. The Maximum Allowable Rent shall therefore be increased upon receipt of proper approval from the Rent Stabilization Division, following documentation of the completed work. We further declare under penalty of perjury under the laws of the State of California that the foregoing and all attached pages, including documentation, are true correct, and complete.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

**Additional information about increasing rents for adding a housing service on the other side of this page.**

**(FILING FEE: \$25.00**

**FINANCE CODE: RETA)**

## INFORMATION ABOUT INCREASING RENTS FOR ADDING A HOUSING SERVICE

Landlords and tenants may **voluntarily** agree to add new housing services to a rental unit and receive a special rent increase. Only those services may be added which may be readily added to or removed from the unit.

As outlined in Section 60090(E) of the Rent Stabilization Regulations, the monthly rent increase will be calculated by dividing the total cost of the item(s) - including financing - by the number of years in the amortization period to determine the item's annual cost to the landlord. This figure is, in turn, divided by twelve (the number of months in a year) to determine the rate of the monthly increase to be paid by the tenant.

(Please contact the Legal Services Analyst for further assistance with financing and amortization)

The applicant must attach information to this form which explains the basis for the amount of the monthly rent increase proposed (for example, estimates of cost, or receipts of actual cost of the service). Please attach a copy of the estimate, receipt, invoice or other documentation that demonstrates the cost of the service. For parking, no such documentation is necessary.

### **For final approval, please be aware that:**

- ▶ Upgrades do **not** qualify under this program.
- ▶ If the proposed rent increase exceeds 10% of the Base Rent, the Division will adjust this amount accordingly (the sum of all services *ever added* cannot exceed 10% of the Base Rent).
- ▶ Rent increases proposed under this program are not effective unless the Rent Stabilization Division notifies the landlord and tenant of its approval AND the landlord provides the tenant with a thirty-day notice of a change in the terms of tenancy indicating the new Maximum Allowable Rent.
- ▶ Any approved increase under this program shall remain in effect until the housing service is removed from the unit or discontinued; should such termination or discontinuance occur, a downward rent adjustment equal to the amount of the increase will be implemented.

**For more information on this program, feel free to contact the Legal Services Analyst at (323) 848-6889.**

(Regulation 60090 governs this procedure)