

30-Day Notice to Change the Rent Registration Fee Pass-Through

To: _____
Tenant Name(s)

Tenant(s) in possession of the premises at:

(Complete Unit Address with Apt. #)

City of West Hollywood, County of Los Angeles, California

In accordance with West Hollywood Municipal Code Chapter 17.28.030, the terms under which you occupy these premises are being changed. Beginning July 1, 2017, the annual rent registration fee is \$144 per unit. The landlord may pass-through one-half of the fee (\$72) to the unit's tenants in the form of a rent surcharge, prorated over twelve months (\$6 per month). The pass-through is not considered rent. Increases to the pass-through do not limit or change the landlord's right to increase rent by the annual general adjustment.

Current Monthly Total (with the \$5 registration fee pass-through) \$ _____
(Rent & Pass through)

Current Registration Fee Pass-Through -\$5.00

Current Monthly Rent \$ _____
(Rent Only)

New Registration Fee Pass-Through +\$6.00

New Monthly Total \$ _____
(with the \$6 registration fee pass-through) (Rent & Pass through)

This change in terms of tenancy shall become effective on _____, 20_____, which is at least 30 days from the date you received this notice.

I certify that this property is in compliance with the provisions of the West Hollywood Rent Stabilization Ordinance and Regulations. All applicable registration fees and penalties will be paid before collecting the new pass-through from tenants.

Owner/Agent

_____, 20_____
Date

For more details, please refer to the back of this form or call a Rent Stabilization Information Coordinator at (323)848-6450.



Change in the Rent Registration Fee and Tenant Pass-Through

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

What is the rent registration fee?

It is an annual fee billed per unit to landlords of rent stabilized properties. It funds the administration of the City's Rent Stabilization Ordinance. The time period the fee covers is the fiscal year—July through June of the next year. One-half of a unit's fees can be passed-through to its tenants as a rent surcharge, but the pass-through must be prorated over twelve months. It cannot be charged as a lump sum. For units that are part of the Section 8 program, the landlord is billed only for his or her portion of the registration fee. No tenant portion is billed; therefore no tenant portion can be passed-through.

How much is the fee?

Since July 1993, the fee has been \$120 per unit, with the \$60 tenant portion pro-rated so that tenants pay a \$5 rent surcharge every month. As of July 2017, the fee will be \$144 per unit, with the \$72 tenant portion pro-rated so that tenants could be asked to pay a \$6 rent surcharge every month. For units that are part of the Section 8 program, there is no fee increase. Landlords will continue to pay \$60 per unit with no tenant pass-through allowed.

When can landlords raise the pass-through from \$5 to \$6?

Landlords can raise the pass-through from \$5 to \$6 as of July 2017, the month the registration fee increases to \$144. Because California law requires a 30-day written notice for any change in the terms of a tenancy, landlords must give tenants a 30-day notice in order to increase the \$5 to \$6. The form on the back of this page can be used for that purpose. Some landlords may find it more convenient to wait for the tenant's next rent increase to initiate the change. Because tenants cannot be charged retroactively for the pass-through, however, the additional \$1 per month is forfeited until the tenant receives a notice to pay it.

Does raising the pass-through affect the landlord's right to raise the rent?

No. The Rent Stabilization Ordinance does not consider the pass-through to be rent even though it is paid monthly with the rent. It is a rent surcharge. Raising it does not change the amount landlords can raise the rent, or the month when the rent increase can be taken. For example, a month-to-month tenant received a general adjustment rent increase effective August 1, 2016. The landlord can raise the tenant's fee pass-through effective July 1, 2017 with a 30-day notice. The landlord can take the next general adjustment as of August 1, 2017, twelve months after the last one was given, with another 30-day notice.

This form is provided as a convenience. The Rent Stabilization Ordinance does not require landlords to use it
Please copy both sides when making photocopies.

California law dictates the manner in which a notice of a change in terms of tenancy must be served. If you do not follow the requirements of State law regarding proper service, you run the risk of having your notice declared invalid by a court.