## Instructions to Pass Through Increased Registration Fees to Tenancies Commenced Prior to 1/1/99

Pursuant to Rent Stabilization Board Resolution 14-03, after landlords have paid the 2014-2015 registration fee, they may pass through a portion of this year's fee to their tenants in the form of a $4.00 per month rent increase for 12 consecutive months **only for tenancies that commenced prior to January 1, 1999**. The $4.00 increase does not become part of the permanent rent ceiling for purposes of calculating next year's Annual General Adjustment. The $4.00 rent increase allowed by Resolution 14-03 is not automatic, and landlords will only be eligible to pass it through to their tenants after they have paid the 2014-2015 Registration Fee as well as all outstanding fees and penalties and have given their tenants at least thirty (30) days' prior written notice of the increase. (A sample notice containing all necessary information is included below.) **If landlords have already been taking a pass-through pursuant to prior Board resolutions, additional rules may apply (for example, the sum of all pass-throughs cannot exceed $4.00 per month at any time), and they should contact our office for further advice.** Additionally, landlords must serve notice to initiate the increase allowed by Resolution 14-03 on or before December 1, 2014, in order to receive their full pass-through. For simplicity and ease of tracking, we recommend that landlords begin taking this pass-through in January 2015 along with their Annual General Adjustment for the year. Unless subsequently extended by the Rent Board, the rent increase authorized by Resolution 14-03 must be terminated and the rent reduced by $4.00 twelve months after it is imposed or December 31, 2015, whichever is earlier. Finally, **landlords must send a copy of the notice to pass through charges permitted by Resolution 14-03 to the Rent Board**.

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### Sample Thirty-Day Notice of Rent Increase

(For tenancies that started prior to 1/1/99)

To:_____

(*tenant(s) in possession*)

_____, Berkeley _____

(*address, unit number*) (*ZIP code*)

Pursuant to Berkeley Rent Stabilization Board Resolution 14-03, adopted on May 12, 2014, you are hereby notified that thirty days after serving you with this notice the monthly rent for the premises you now occupy will be increased for the next twelve months.

The present rent on your unit is $_____ per month.

Your rent will increase by $4.00 pursuant to Rent Board Resolution 14-03.

Your new rent will be $_____ per month beginning _____. (*This date must be at least 30 days after service of the Notice of Rent Increase*.) This increase is temporary – it will only be collected for the next 12 months – and is not included in the unit's permanent rent ceiling.

The undersigned hereby verifies that the 2014-2015 City of Berkeley Rent Stabilization Board registration fees, as well as all past fees and penalties, for this property were paid in full prior to service of this notice and a copy of this notice has been sent to the Berkeley Rent Stabilization Board.

_____ _____

Landlord/Manager Date

Advice concerning this Notice and the rental history of the unit is available from the Rent Stabilization Board Public Information Unit, 2125 Milvia Street, Berkeley, CA 94704, 9:00 a.m. - 4:45 p.m., Monday, Tuesday, Thursday and Friday and 12:00 p.m. - 6:30 p.m. on Wednesday, (510) 981-7368.