

City of East Palo Alto Rent Stabilization Program 2415 University Avenue, 2nd Floor East Palo Alto, CA 94303

Tel: (650) 853-3157 Fax: (650) 853-3115 rentprogram@cityofepa.org

2025 PROGRAM FEE STATEMENT

Return This Statement with Your Payment

Rental Property Address:

City of East Palo Alto Rent Stabilization Program

Due Date:	<u>January 2, 2025</u>	Program Fee Period: July 1, 2024 – June 30, 2025	
Total number	of rental units on the	e property (including any unrented units and exempt units):	
		ently claimed as exempt claims are being currently filed):	
Number of un	its for which exempt	claims are being currently filed:	 _
Number of no	n-exempt units being	g currently reported as being subject to annual program fees:	
	ed at \$234 per each ect to annual progr	non-exempt rental unit being currently reported am fees:	\$ _
Make checks p	payable to:	CITY OF EAST PALO ALTO	
Please remit to	o:	City of East Palo Alto Rent Stabilization Program 2415 University Avenue, 2 nd Floor East Palo Alto, CA 94303	

Submit one fee statement for each rental property with your payment.

If you believe that your property is EXEMPT from Rent Stabilization Program Registration fee requirements under Section Five (5) of the 2010 Rent Stabilization Ordinance, please see the attached notice that lists the grounds for exemption. In lieu of paying fees for the units that you believe are exempt, you can file an exemption claim form for each unit on the accompanying form and provide supporting documentation.

Penalties for Non-Payment of Registration Fees

If the full registration fee is not paid by the first business day of January of any year, it is delinquent, and a penalty shall become due in addition to the fee. For payments received after the first business day of January but on or before January 31st, the penalty shall be equal to fifteen percent (15%) of the delinquent fee. For payments received after January 31st but on or before March 31st, the penalty shall be equal to thirty percent (30%) of the delinquent fee. For payments received after March 31st, the penalty shall be equal to one hundred percent of the delinquent fee and an additional penalty equal to one hundred percent (100%) of the delinquent fee shall be added for each additional three (3) months that the payment remains delinquent.

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Owner's Name:		
Mailing Address:		
Phone:	Fax:	Email:
Agent's Name:		
Mailing Address:		
Phone:	Fax:	Email:
On-Site Manager'	s Name (For any buildings y	with 16 or more rental units):
Mailing Address:		
Phone:	Fax:	Email:
I declare under nen		ws of the State of California that to the best of my in the East Palo Alto Rent Stabilization Ordinance and that
knowledge, the prop the information pro-		rue and correct. I recognize that any inaccurate information
knowledge, the prop the information pro-	vided in this statement is tr	rue and correct. I recognize that any inaccurate information

REMINDERS:

- a. A landlord is eligible to increase rent using authorized Annual General Adjustments only if the landlord: 1) Properly registers the rental unit with the Rent Stabilization Program (including payment of fees, submittal of completed registration statements and change in tenancy / vacancy registration statements when applicable, and payment of any late penalty fees); and substantially complies with the Rent Stabilization Ordinance and orders or regulations issued under the Ordinance, including not charging more than the allowed rent; 2) ensures the rental unit complies with the Warranty of Habitability; and completes all repairs ordered by the City; and 3) Does not raise the rent more than once in any twelve month period.
- **b.** Change in Ownership: Landlords are required to file a completed Change in Ownership form with the Board within thirty (30) days of a change in ownership setting forth the names and addresses of all new owners and the date on which the change in ownership occurred.
- **c.** Change in Exemption Status: Landlords of formerly exempt units must file a Change in Registration Status Statement within sixty (60) days of the termination of the unit's exempt status.
- d. Change in Tenancy: For each new tenancy after the Initial Registration or Change in Registration Status Statement is submitted, a Change in Tenancy / Vacancy Registration Statement must be filed with the Rent Board within thirty (30) days of the new tenancy, along with a signed copy of the rental agreement with the new tenant and a signed copy of the Notice of Existence of the Ordinance.

For information, contact the Rent Stabilization Program at rentprogram@cityofepa.org or at (650) 853-3157.