



## Guide for Property Owners: *Fees Payable to the City of Berkeley*

\*Prepared as a courtesy by the Berkeley Rent Stabilization Board. Please contact individual Departments for the most current information on their programs and fees.

Contact	Fee	Due	Other
<b>Rent Stabilization Board</b>  (510) 981-7368  <a href="mailto:rent@cityofberkeley.info">rent@cityofberkeley.info</a>	<b>Fully Covered Unit Annual Registration Fee</b>  <b>\$250</b> per non-exempt unit	<b>July 1<sup>st</sup></b> each year.  Rent Stabilization Program 2125 Milvia Street Berkeley, CA 94704  <a href="https://rentregistry.cityofberkeley.info/">https://rentregistry.cityofberkeley.info/</a>	Applies to all non-exempt fully-covered residential units. For more information, see: <a href="http://rentboard.berkeleyca.gov">rentboard.berkeleyca.gov</a>  100% penalty if not received or postmarked by July 1 <sup>st</sup> of the current year (i.e. the bill will double).
<b>Rent Stabilization Board</b>  (510) 981-7368  <a href="mailto:rent@cityofberkeley.info">rent@cityofberkeley.info</a>	<b>Partially-Covered Unit Annual Registration Fee</b>  <b>\$150</b> per non-exempt unit  <b>\$37</b> per non-exempt unit for affordable housing projects managed by a non-profit with an operative regulatory agreement with the City of Berkeley through its Housing Trust Fund program.	<b>July 1<sup>st</sup></b> each year.  Rent Stabilization Program 2125 Milvia Street Berkeley, CA 94704  <a href="https://rentregistry.cityofberkeley.info/">https://rentregistry.cityofberkeley.info/</a>	Applies to most rented single-family homes, condominiums, and units that qualify as new construction. For more information, see: <a href="http://rentboard.berkeleyca.gov">rentboard.berkeleyca.gov</a>  100% penalty if not received or postmarked by July 1 <sup>st</sup> of the current year (i.e. the bill will double).

<b>Rental Housing Safety Program (RHSP)</b>  (510) 981-5444  <a href="mailto:HCE@cityofberkeley.info">HCE@cityofberkeley.info</a>	<b>Annual Per Unit/Per Room Fee</b>  <b>\$56.00</b> per rental unit, or <b>\$28.00</b> per room  +  <b>Housing Code Enforcement Re-Inspection Fee</b>	<b>Initial bill in October of each year</b> <b>2<sup>nd</sup> bill 10% penalty</b> <b>3<sup>rd</sup> bill 40% penalty</b>  <b>(if not paid after 3<sup>rd</sup> bill, collection action and lien on property)</b>  Finance Department Customer Service Center 1947 Center Street, 1 <sup>st</sup> Floor Berkeley, CA 94704	Boarding houses or residential hotels with 5 or more rooms.  Tenants or others can request a free housing inspection for habitability concerns. Re-inspection fees apply if violations are found during initial inspection and not cleared by the time follow-up inspections are performed. (Annual inspections are conducted by the property owner’s designee, and “Schedule A” inspection checklists are self-enforcing.) Give copy to tenant and keep copy for your records.  For more information see: <a href="https://berkeleyca.gov/doing-business/operating-berkeley/landlords/rental-housing-safety-program">https://berkeleyca.gov/doing-business/operating-berkeley/landlords/rental-housing-safety-program</a>
<b>Finance Customer Service Center</b>  (510) 981-7200 (City Call Center)  <a href="mailto:BusLic@cityofberkeley.info">BusLic@cityofberkeley.info</a>	<b>Annual Business License</b>  Fee subject to change based upon gross receipts of business.	Business License expires Dec. 31 <sup>st</sup> and must be renewed by <b>Feb. 28<sup>th</sup></b> .  Finance Department Customer Service Center 1947 Center Street, 1 <sup>st</sup> Floor Berkeley, CA 94704	Any business that does not renew their business license by Feb. 28 (in person or postmark date) incurs late payment penalty of 10% on March 1 <sup>st</sup> ; business licenses not renewed by March 31 <sup>st</sup> incur an additional 40% penalty on April 1 <sup>st</sup> ; interest accrues on fee & penalty, at 1% per month, on any business license renewed after Feb. 28th and continues to accrue until renewed and paid in full.

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<p><b>Finance</b> <b>Customer Service Center</b></p> <p>(510) 981-7200 (City Call Center)</p> <p><a href="mailto:BusLic@cityofberkeley.info">BusLic@cityofberkeley.info</a></p>	<p><b>New Business License</b></p> <p>\$77 per rental property + one-time \$25 registration fee + \$4.00 fee for State Mandated Disability Access and Education Revolving Fund.</p>	<p>Within 30 days of purchasing a property with 3 or more dwelling units.</p> <p>Finance Department Customer Service Center 1947 Center Street, 1<sup>st</sup> Floor Berkeley, CA 94704</p>	<p>Any housing provider who owns a property with <b>three or more</b> rental units (or provides lodging for 5 or more persons) must register as a Rental Property Business (even if some or all of the units are occupied by the property owner).</p> <p>If business ownership changes, (i.e. rental property is sold) the old owner (the seller) must, within 30 days of selling, file an <i>Amended Business License declaration</i> and pay a business license tax based upon rents collected through the date the rental property was sold. The new property owner (the buyer) must register as a <i>Rental Property Business</i>.</p>
<p><b>Fire - Prevention</b></p> <p>(510) 981-5585</p>	<p><b>Annual Residential/ Business Fire Inspection Fee</b></p> <p>\$98 for every 15 minutes (or fraction thereof); Please check the Fire Department's website for the most up-to-date fee information.</p>	<p>Annual Fire Inspections occur approximately every 12 months on a recurring basis. Properties must be inspected by full-time Fire Department personnel.</p> <p>Usually billed 30-60 days after inspection; payment due <b>within 60 days of receipt of invoice</b>.</p> <p>Finance Department Customer Service Center 1947 Center Street, 1<sup>st</sup> Floor Berkeley, CA 94704</p>	<p>The City inspects all properties except single-family residences and duplexes.</p> <p>The Annual Fire Inspection fee is based on the amount of time it takes to inspect the property. Additional fees apply if a re-inspection is required and non-compliance is noted. The re-inspection fee is based on the amount of time it takes to re-inspect the property.</p> <p>A 20% late payment penalty is added if payment is not received within 60 days of the statement date.</p> <p>For more information about fees and billing, see: <a href="https://berkeleyca.gov/safety-health/fire/fire-prevention">https://berkeleyca.gov/safety-health/fire/fire-prevention</a></p>
<p><b>Department of Public Works</b></p> <p>(510) 981-6300</p> <p><a href="mailto:publicworks@cityofberkeley.info">publicworks@cityofberkeley.info</a></p>	<p><b>Sewer Service Fee (SSF)</b></p> <p>Fee based on dwelling type and amount of water used.</p>	<p>SSF are billed bi-monthly on the EBMUD water bill</p>	<p>Responsibility for payment varies depending upon the date tenancy began and the agreement between landlord and tenant regarding SSF payment. For more information about fees and billing, see: <a href="https://berkeleyca.gov/city-services/streets-sidewalks-sewers-and-utilities/sewers">https://berkeleyca.gov/city-services/streets-sidewalks-sewers-and-utilities/sewers</a></p>