



Rent Stabilization Board

Request for Duplication of Rent Board Records (Hard-copy or Digital)

Date Requested: _____ Name: _____

Property/Personal Address: _____

City: _____ State: _____ ZIP: _____ Phone: _____

PLEASE NOTE: Much of the information listed below is available on the Rent Board's website at www.cityofberkeley.info/rent at no cost. For subscriptions: *It is your responsibility to notify our office of any change of address.* Please make checks or money orders payable to the **City of Berkeley**. For a complete Administrative Fee Schedule, visit our Forms web page or ask for a copy at our office.

Property File or Hearing File duplication

- Property File (**Circle One**: Entire File • Partial File | # of pages _____ x \$0.10/page = \$_____ amount due)
- Hearing File (Petition # _____ | # of pages _____ x \$0.10/page = \$_____ amount due)

Rent Board Meeting or Administrative Hearing video duplication, or copy of the Rent Board's database

- Copy of Rent Board Meeting video (Meeting date _____): \$10 per CD/DVD
- Copy of Administrative Hearing (Hearing date _____ and Petition # _____): \$10 per CD/DVD
- Copy of Rent Tracking System (RTS) database (Public information only): \$10 per CD/DVD

Publications

- Everyone's Guide to Rent Control: **No charge** (Limit one copy)
- Rent Stabilization and Eviction for Good Cause Ordinance (B.M.C. Chapter 13.76): **No charge** (Limit one copy)
- Chapter 12: Individual Adjustments of Rent Ceilings: \$10
- Regulations of the Berkeley Rent Stabilization Board: \$30*

Subscriptions

- Rent Stabilization Board meeting Agenda: \$30 per year (Non-Berkeley residents/businesses)
- Rent Stabilization Board meeting Agenda *with attachments*: \$300 per year (Berkeley and Non-Berkeley residents)
- Rent Stabilization Board Meeting Approved Minutes: \$30 per year
- Updates to Regulations: \$30 per year*

*If you need a new set of regulations and want to receive yearly updates, the cost is \$60 (\$30 for the regulations and \$30 per year for the updates).

PAYMENT METHOD (Check ONE):

- Check # _____ Enclosed is \$ _____
- VISA or Mastercard Expires: _____ / _____ Credit Card V-Code: _____
MM YY
Card Number: _____ - _____ - _____ - _____ Amount Authorized

| FOR OFFICE USE ONLY | |
|----------------------------|-----------------|
| Amount Paid: | Receipt #: |
| Completed by: | Date Completed: |

Signature