

**Tenant Schedule D**

**REDUCTION IN THE NUMBER OF TENANTS ALLOWED  
Regulation 1270**

If the landlord has reduced the number of tenants allowed to occupy a rental unit from the **base occupancy level** for that unit, the tenant may be entitled to a rent ceiling reduction equal to the percentage by which the number of allowable tenants has been reduced.

For a tenancy that began before January 1, 1999, the **base occupancy level** is the greater of: the number of tenants allowed by any lease or rental agreement or the highest number of tenants actually occupying the unit as a principal residence with the landlord's knowledge, between June 1, 1979 and May 31, 1980. A reduction will not be granted when the number of tenants allowed to occupy the rental unit at the commencement of the tenancy was less than the base occupancy level for the unit.

For a tenancy that began on or after January 1, 1999, the **base occupancy level** is the number of tenants allowed by any lease or rental agreement entered into at the beginning of the current tenancy, plus any tenants occupying the unit within one month of the beginning of the tenancy with the landlord's express or implied permission, even if not named on the lease. (See Reg. 1013(O)(5).)

- A. Date you first rented this unit \_\_\_\_\_  
Monthly rent at that time: \_\_\_\_\_  
Number of tenants at the beginning of the tenancy \_\_\_\_\_
  
- B. State the base occupancy level and explain how it was determined: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
- C. Number of tenants currently in the unit: \_\_\_\_\_
  
- D. Date the landlord reduced the number of tenants allowed: \_\_\_\_\_
  
- E. If the reduction is no longer in effect, the date on which it ended: \_\_\_\_\_

**ATTACH COPIES, AS AVAILABLE, OF LEASES, RENTAL AGREEMENTS, LETTERS OR  
OTHER DOCUMENTARY EVIDENCE TO SUPPORT YOUR CLAIM.**