



Rent Stabilization Board

ACTION REQUIRED

PROPERTY ADDRESS: 1234 Main Street
ASSESSOR PARCEL NUMBER: 0123456789
PIN: 012345

February 2021

[OWNER NAME]
[OWNER ADDRESS]
[OWNER ADDRESS]

Dear [OWNER NAME]:

I am writing to inform you about a new law that affects the above-referenced property. On November 3, 2020, Berkeley voters passed Measure MM. This measure amended the Berkeley law to require property owners to register certain residential rental units. These Measure MM units include:

- Rented single-family homes;
- Rented condominiums;
- Rental units that received a certificate of occupancy issued after June 30, 1980.

Our records show that you own at least one dwelling unit at the above address, which is subject to the new registration requirement when rented. There may be a limited exception to certain registration requirements for shorter terms, but this exception is very limited. Please refer to the enclosed fact sheet or contact our office for further information regarding this exemption.

You must either register the unit(s) at the above-referenced property, **OR** claim the unit(s) exempt from registration requirements **no later than March 15, 2021**. Failure to register in a timely manner will result in future penalties. The Board has elected not to charge a registration fee for the current fiscal year (ending June 30, 2021), but will charge a fee for all qualifying Measure MM units next fiscal year.

To register or to claim your unit(s) exempt from the registration requirement, you must go to the Berkeley Rent Board's website at www.cityofberkeley.info/rent and click on the "Register Online" button. Additional Measure MM information and registration instructions are enclosed. If you do not have access to a computer, please call (510) 981-7368, Ext. 2, to speak to a Registration Unit staff member.

We realize this change may be confusing, and we are happy to discuss the new Measure MM registration requirements with you. Please contact us at (510) 981-7368, Ext. 2, or at rent@cityofberkeley.info. While our office remains closed to in-person visits due to the COVID-19 pandemic, our staff is available Mondays, Tuesdays, Thursdays and Fridays from 9:00 a.m.-4:45 p.m., and on Wednesdays from noon-5 p.m. to answer your questions by phone or email.

Sincerely,

A handwritten signature in blue ink that reads "Matt Brown".

Matt Brown
Acting Executive Director



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MEASURE MM REGISTRATION INFORMATION

How did Measure MM change rental unit registration requirements in Berkeley?

Measure MM changed the Rent Ordinance to require owners to register most rental units that are not fully covered by the Rent Ordinance. However, there are exemptions to the Measure MM registration requirements, so not all rental units must be registered.

Which units are exempt from the Measure MM registration requirements?

- Single-family homes or condominiums IF they are only rented for up to two years AND you: (1) own no more than one residential unit in Berkeley; (2) lived in the unit as your primary residence for at least 365 consecutive days immediately prior to rental; (3) will reoccupy the unit as your primary residence when the rental ends; and (4) specify the rental term, not to exceed 24 months, in the lease.
- Units with Section 8 or Shelter Plus tenancies
- Units that are owner occupied, maintained for owner's use only, or occupied rent free.

*If you believe your unit is exempt from Measure MM registration you must still claim the exemption!

How do I register or claim an exemption?

By using our online registration portal. Please see the instructions on the reverse side of this sheet. If you do not have internet access, please contact us at (510) 981-7368 Ext. 2.

Does registering my unit mean the Rent Board will control how much rent I can charge?

No. Measure MM units are still exempt from rent regulation under Berkeley's Rent Ordinance. Registration means that owners must report unit and tenancy information and pay a registration fee once a year. Property owners and tenants in Measure MM units can also access enhanced Rent Board services like more comprehensive housing counseling and mediation services to help resolve some landlord-tenant disputes.

What is the registration deadline, and how much will I have to pay?

You must register or claim exemptions by March 15. There is no fee for the current fiscal year, so you will not have to pay anything right now. There will be a fee for the 2021-2022 fiscal year. You will receive a bill in May and the fee will be due on July 1, 2021. The Rent Board has not yet set the fee.

What will happen if I don't register my unit?

In the future, failure to pay registration fees will result in monetary penalties. Failure to properly register a Measure MM unit may also be used by a tenant as a defense to an unlawful detainer (eviction lawsuit).

HAVE ADDITIONAL QUESTIONS? Join us for a Measure MM Webinar

To register go to www.cityofberkeley.info/rent and click on the "Landlord and Tenant Workshops & Seminars" link under Popular Topics on the left, or call (510) 981-7368 (RENT).

April 14, 2021
10:00 am – 11:30 am
Online Event via Zoom

Berkeley voters passed Measure MM in the November 2020 election. Join us for an overview of how this measure impacts registration, rights, and responsibilities for both landlords and tenants. Presentation followed by Q & A with experienced Rent Board housing counselors & registration staff.



Quick Guide to Register Online

For a comprehensive **Landlord User Guide**, please visit: www.cityofberkeley.info/rentregistryguide.pdf or scan:



Step 1)

Register a new account by going to: rentregistry.cityofberkeley.info, scan the QR code or go to www.cityofberkeley.info/rent and click on "Register Online."



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[OWNER NAME]
[OWNER ADDRESS]

ACTION REQUIRED

PROPERTY ADDRESS: [PROPERTY ADDRESS]
ASSESSOR PARCEL NUMBER: [APN]
PIN: [6 DIGIT PIN]

Step 2)

Add your properties to your profile by using your APN and pin on the upper right hand corner of the first letter.

Step 3)

Update your contact info and confirm who will be the primary contact and receive correspondence from the Rent Board:

Addresses | **Contacts** | Geo View

Each Property requires a Primary Owner Contact and a Property Manager Contact to be added. If you see a Primary Owner Contact added below, please use the blue action menu to Edit the information to ensure its accuracy. To add a Property Manager Contact, click on "Add Contact"; select "Property Manager" and enter the data. If there is NOT a specified Property Manager for the Property, you can click on "same as Owner" to prefill the information. Once you have added these contacts, please indicate which Contact should receive Mailed Notices and which Contact(s), in addition to the Property's Registrant, should receive system generated emails. The option to indicate this will appear once both Contact Type have been added. You can also add additional Owner names, if applicable. This is optional and purely informative.

Which Contact Type should receive mailed notices and billing statements? *

Primary Owner

+ ADD CONTACT

Primary Owner

ACTIONS ▾

Unit Status Code	Unit Regulation Type	Number of Bedrooms	Initial Rent	Current Rent	Start Date of Tenancy	Date of Last Rent Increase	Occupant Type
NEW	Partially Covered	-	-	-	-	-	-

3D Systems. All Rights Reserved.

Total Units	Property Status	Primary Owner	Property Manager
1	Registration Open	Test User	Test User

[Click Here to Complete Registration](#)

Step 4)

The first step is to **edit** each unit and add the occupant type. If the unit is tenant occupied, provide tenancy details.

Step 5)

If the unit qualifies for an exemption you must then submit an exemption request.

Step 6)

Review and Submit!

Need help? Call the Registration Unit at (510) 981-7368, Ext. 2, or email the Registration Unit at rentregistry@cityofberkeley.info. You can also refer to the landlord user guide (link at top of page).