

**CITY OF BERKELEY**  
**RENT STABILIZATION BOARD**  
2000 Center Street, Suite 400, Berkeley, CA 94704  
TEL: (510) 981-7368 (981-RENT) TDD: (510) 981-6903 FAX: (510) 809-3921  
E-MAIL: [rent@berkeleyca.gov](mailto:rent@berkeleyca.gov) INTERNET: [rentboard.berkeleyca.gov](http://rentboard.berkeleyca.gov)

Translation is available. Call us! Traducción disponible. Llámanos! 提供翻譯。 致電我們 ! ارجمة متاحة. اتصل بنا !

**INSTRUCTIONS FOR FILING LANDLORD IRA PETITION FOR CAPITAL IMPROVEMENTS**  
**Regulation 1267**

Landlords of units fully covered by Berkeley's Rent Ordinance may file a petition to request a rent ceiling increase for units benefitting from certain types of capital improvements and/or major long-term repairs.

**CAPITAL IMPROVEMENT AND MAJOR LONG-TERM REPAIRS:** An improvement that materially adds to the value of a rental property, appreciably prolongs its useful life or adapts it to a new use and has a useful life of more than one year and a direct cost of \$200.00 or more per unit affected, or \$1500.00 per property, whichever is less. In addition, the improvement must be necessary to bring the unit or property into compliance with applicable new code requirements; be intended primarily to significantly improve the rental property's seismic safety or increase its energy efficiency; be provided by the landlord in good faith to primarily benefit the tenant; or qualify as a major repair. Major repairs are: a new roof; a significant upgrade of the foundation; a new plumbing, electrical or heating system; exterior painting or siding; and repairs pursuant to a Termite Report, if the cost exceeds \$6,000 or \$1,000 per rental unit. However, no increase will be granted for a unit with an initial rent set on or after January 1, 1999, if the capital improvement was completed before, or commenced or completed within one year after, the initial rent was set, unless the improvement was not reasonably foreseeable when the initial rent was set. A capital improvement increase that would otherwise be granted will be decreased by the total of the post-January 1, 1999, vacancy increases implemented for all affected units at the property, except for seismic retrofit work that meets certain conditions.

**Note: Regulation 1274 limits rent increases granted by this petition to annual increments of 15% of the rent ceiling, unless the tenants agree to waive this limit.**

You may find it helpful to review Section 12 of the Rent Stabilization Ordinance and Chapter 12 of the Rent Board Regulations on our website. Rent Board counselors are available to answer questions about the petition process. Call, email, or go to our website.

**FILING A PETITION:** Provide the Rent Board a completed petition package, which contains the following:

1. A completed petition signed by the owner; and
2. A copy of supporting documentation indicated in the Schedule(s) (your evidence).

Send a copy of the petition package to the respondent parties, who are the affected tenants.

You must follow the **Filing Rules** (posted on our Rent Adjustment Petitions webpage) on how to a) properly complete the petition; b) organize your evidence using an exhibit list form; and c) send them to the Rent Board and other parties in your case. Rent Board staff will contact you if anything is incorrect or incomplete.

**Supporting Documentation must show:** 1. the type of improvement; 2. the cost; and 3. payment in full. Documentation may include: invoices, receipts, signed contracts and canceled checks that substantiate the nature, cost and payment for each improvement. Self-labor logs must be submitted to receive increases based on the landlord's own labor. **Documentation must be page numbered and organized by improvement.**

**AFTER A PETITION IS FILED:** Unless a signed Agreement of Parties or Waiver of Right to Hearing (copy attached) is submitted, the Board will mail a Notice of Right to Object to each affected tenant, who has 20 days from the date the notice is mailed to file an objection to the petition. **(Petitions submitted with an Agreement of Parties must still include a proof of service indicating that all affected tenants were served with a copy of the petition.)** If a timely objection is filed, the petition will be scheduled for a settlement conference and hearing. Notice of the time and place of hearing will be mailed to all parties no later than ten days before the scheduled hearing date. If no objection is filed or if each affected tenant signs a waiver of the right to a hearing, an administrative decision will be issued based on the petition, supporting documentation and the Board's records. **Filing an incomplete petition will delay processing.**

**CITY OF BERKELEY  
 RENT STABILIZATION BOARD  
 2000 Center Street, Suite 400, Berkeley, CA 94704  
 TEL: (510) 981-7368 (981-RENT) TDD: (510) 981-6903 FAX: (510) 809-3921  
 E-MAIL: rent@berkeleyca.gov INTERNET: rentboard.berkeleyca.gov**

PETITION NO. L- \_\_\_\_\_

**LANDLORD PETITION FOR INDIVIDUAL RENT ADJUSTMENT  
 FOR CAPITAL IMPROVEMENTS  
 Regulation 1267**

**1. Landlord information:** (An owner of record **must** sign the certification on the last page.)

**A. Landlord:** \_\_\_\_\_  
 Mailing Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Daytime Phone ( \_\_\_\_\_ ) \_\_\_\_\_ Fax ( \_\_\_\_\_ ) \_\_\_\_\_  
 Email address \_\_\_\_\_ @ \_\_\_\_\_

**B. Name of Representative (if any)** \_\_\_\_\_  
 Mailing Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Daytime Phone ( \_\_\_\_\_ ) \_\_\_\_\_ Fax ( \_\_\_\_\_ ) \_\_\_\_\_  
 Email address \_\_\_\_\_ @ \_\_\_\_\_

**2. Property information:**

Property Address \_\_\_\_\_ Zip \_\_\_\_\_

Are any petitions for this property currently pending? Yes \_\_\_\_\_ No \_\_\_\_\_ Unknown \_\_\_\_\_

Total number of residential units on property, including exempt and owner-occupied units: \_\_\_\_\_

For all units for which increases are requested, list the unit designations, the names of all tenants in the unit, the beginning date of the tenancy, and the **current** rent being charged. (Rent increases can be granted only for units that are currently registered, i.e., not exempt.) Attach additional sheets if necessary.

Unit No.	Current Tenants (even if not on lease)	Date Tenancy Began	Current Rent

**3. Completed Capital Improvements:** Please complete the table below. Use additional sheets if necessary.

Column #1- Identify the improvement (example: seismic retrofit). The most common qualifying improvements have been listed.

2 - List all the units that benefit from the improvement even if they do not qualify for an increase.

3 - Count the number of units listed in Col. 2.

4 - Provide the date the improvement was completed.

5 - State the out-of-pocket cost of the improvement.

6 - State self-labor hours actually worked on the improvement. (You must also submit self-labor logs.) If none, skip Cols. 6 - 8.

7 - Fill in the hourly wage rate if self-labor is claimed: \$15.50 for unskilled labor and \$27.00 for skilled labor. (For rates for self-labor performed before 1997, see Regulation 1266.)

8 - Multiply self-labor hours by the appropriate self-labor rate: Col. 6 x Col. 7.

9 - Fill in the calculation rate: 1.042% for capital improvements; 1.187% for exterior painting or siding; and .927% for the other major repairs.

10 - Calculate the increase amount per unit: out-of-pocket cost + self-labor cost x calculation rate ÷ the number of affected units; i.e., ((Col. 5 + Col. 8) x Col. 9 ÷ Col. 3).

1. IMPROVEMENT	2. UNITS BENEFITTED (List)	3. # OF UNIT S	4. DATE COMPLETED	5. COST	6. SELF- LABOR HOURS	7. SELF- LABOR RATE	8. SELF-LABOR COST (hours x rate)	9. CALC. RATE	10. INCREASE AMT PER UNIT
Seismic Retrofit								.01042	
Roof								.00927	
New Plumbing System								.00927	
New Heating System								.00927	
New Electrical System								.00927	
Significant Upgrade of Foundation								.00927	
Termite Report Repairs								.00927	
Exterior Paint/Siding								.01187	
Other capital improvements: (List below)									

3. **Work Done Before or Within One Year After Tenancy:** No increase will be granted for any unit with an initial rent set on or after January 1, 1999, if the capital improvement was completed before, or commenced or completed within one year after, the initial rent was set, unless the improvement was not reasonably foreseeable when the initial rent was set. If you believe you are eligible for an increase for an improvement completed before, or commenced or completed within one year after, a post-January 1, 1999 rent was established, explain why the improvement was not foreseeable:

---



---



---



---

4. **Offset for Vacancy Rent Adjustments:** Capital improvement rent increases will be reduced by the total amount of vacancy rent increases for the property since January 1, 1999. This offset does not apply to seismic retrofit work under B.M.C. Chapters 19.38 and 19.39 if the following requirements are satisfied:

1. Work was performed in a timely manner, i.e., completed before the issuance of the second notice of non-compliance.
2. The petitioner owned the property prior to December 12, 2000, for work required by B.M.C. Chap. 19.38, or December 5, 2013, for work required under B.M.C. Chap. 19.39.
3. None of the property owners may hold more than a 10% interest in more than 12 residential units in Berkeley.
4. Incidental work may qualify for the offset exception if mandated by the City as part of the permitting process for the seismic retrofit work. Incidental work includes work that a) is certified by an appropriately licensed professional as necessary for the seismic retrofit work, b) is priced at a commercially reasonable amount, or c) restores or replaces an area damaged or removed as part of the seismic retrofit work.

Complete this table to calculate the sum total of all vacancy rent adjustments (VRAs) for the property since January 1, 1999. Historical data may be obtained from the Rent Board. If the total amount exceeds the total capital improvement increase for the property, then no increase can be granted.

Unit #	VRA	Total						
							<b>Grand Total</b>	

5. **Certification:** (Must be signed by an owner of record.) Each unit included in this petition has been properly registered for at least 30 days and is in compliance with the Ordinance, Regulations and applicable state and local housing, building, health and safety codes. I declare under penalty of perjury of the laws of the State of California that the information in this petition and in all schedules, attachments and forms is true and correct to the best of my knowledge and belief.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Printed Name \_\_\_\_\_

**CITY OF BERKELEY**  
**RENT STABILIZATION BOARD**  
2000 Center Street, Suite 400, Berkeley, CA 94704  
TEL: (510) 981-7368 (981-RENT) TDD: (510) 981-6903 FAX: (510) 809-3921  
E-MAIL: rent@berkeleyca.gov INTERNET: rentboard.berkeleyca.gov

Petition No. L-\_\_\_\_\_

**AGREEMENT OF PARTIES/WAIVER OF RIGHT TO A HEARING**

Property Address: \_\_\_\_\_ Unit No. \_\_\_\_\_  
(Use a separate form for each unit)

- (This box must be checked for the agreement or waiver to be valid.)**  
I have received a copy of the petition and supporting documentation, and have no objections to the requested rent ceiling increases. I am satisfied that my unit is in habitable condition.

**AGREEMENT OF PARTIES**

Assuming the landlord is eligible for a rent ceiling increase in the amount requested:

- We agree to a maximum increase of \$ \_\_\_\_\_.
- We agree to an implementation of the increase different from that authorized by the Regulations; specifically: \_\_\_\_\_

I (tenant) waive my right to the phase-in of increases as provided in Regulation 1274(B). *(Rent ceiling increases for increased occupancy are not subject to a phase-in.)*

**Note: An agreement that does not conform to the Ordinance and the Regulations will not be approved.**

**WAIVER OF RIGHT TO HEARING**

- I give up my right to a hearing** and understand that if all the affected tenants waive their right to a hearing or fail to file an objection, a decision may be issued without a hearing and be based on the petition, supporting documentation and the Board's records.
- Furthermore, I waive my right to the phase-in of increases under Regulation 1274(B). *(Rent ceiling increases for increased occupancy are not subject to a phase-in.)*

**CERTIFICATION:** I declare under penalty of perjury under the laws of the State of California that the above assertions are made voluntarily and without financial or other inducement.

\_\_\_\_\_  
LANDLORD SIGNATURE

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
DATE

\_\_\_\_\_  
TENANT SIGNATURE

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
DATE

**PROOF OF SERVICE**

I AM A RESIDENT OF \_\_\_\_\_ COUNTY AND WAS, AT THE TIME OF SERVICE, OVER  
EIGHTEEN YEARS OF AGE. ON \_\_\_\_\_ (DATE), I SERVED ONE COPY OF THE  
FOLLOWING DOCUMENT(S): \_\_\_\_\_  
\_\_\_\_\_

BY: (CHECK APPROPRIATE BOX)

**DELIVERING THE DOCUMENTS IN PERSON TO THE FOLLOWING INDIVIDUAL(S):**  
[PRINT NAME OF EACH PARTY SERVED:]

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PLACING THE DOCUMENTS, ENCLOSED IN A SEALED ENVELOPE WITH FIRST-CLASS POSTAGE FULLY  
PAID, INTO A U.S. POSTAL SERVICE MAILBOX, ADDRESSED AS FOLLOWS:**  
[PRINT NAME AND ADDRESS AS SHOWN ON ENVELOPE OF EACH PARTY SERVED:]

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**I DECLARE UNDER PENALTY OF PERJURY OF THE LAWS OF THE STATE OF CALIFORNIA THAT THE  
FOREGOING IS TRUE AND CORRECT.**

\_\_\_\_\_  
(SIGNATURE)

\_\_\_\_\_  
(DATE)

\_\_\_\_\_  
(PRINTED NAME)