RENT STABILIZATION BOARD

DATE: December 18, 2025

TO: Honorable Members of the Rent Stabilization Board

FROM: DeSeana Williams, Executive Director

BY: Basil Lecky, Community Service Specialist II

SUBJECT: Request for waiver of late registration penalties

Recommendation:

That the Board approve the attached recommendations.

Background and Need for Rent Stabilization Board Action:

The Board's penalty waiver process is governed by Regulations 883, 884 and 885. Regulation 883 lists the grounds for administrative waivers. In accordance with Regulation 884, the Executive Director reviews waiver requests that do not meet the criteria for an administrative waiver. Regulation 884 lists 12 categories, which will require a review of the totality of the circumstances by the full Board prior to granting any waiver request. Waivers that require a review of the totality of the circumstances are listed below as "Discretionary Waiver." If none of the 12 listed categories apply to the property, the waiver shall be granted/denied in a ministerial manner, based upon the formula outlined in Regulation 884(C). The Board may only alter these ministerial waivers if staff has incorrectly applied the criteria listed in Regulation 884 (B) (1-12).

Ministerial Waivers

In accordance with Regulation 884, the Executive Director reviews waiver requests that do not meet the criteria enumerated in Regulation 883. The following waiver request will be decided ministerially, unless the Board has reason to believe the underlying basis of the recommended assessment is inappropriate.

Property Address	Penalty Assessed	Penalty Waived	Penalty Imposed
1915 Berryman Street	$5,424.00	$0.00	$5,424.00
615 Telegraph Avenue #303	$212.00	$212.00	$0.00
1314 Bancroft Way	$212.00	$212.00	$0.00
2703 Mathews Street	$3,080.00	$2,464.00	$616.00
Total	**$8,928.00**	**$2,888.00**	**$6,040.00**

Financial Impact: Ministerial Waivers

Approval of the Executive Director's recommendations will decrease the Board's current accounts receivable by **$2,888.00.**

Discretionary Waivers

For the waiver requests listed below, staff recommendations are attached and presented to the full Board for its approval. With respect to these cases, the determination of good cause to waive some or all of the penalties depends on the totality of the circumstances.

Property Address	Penalty Assessed	Penalty Waived	Penalty Imposed
2315 Dwight Way	$41,624.00	$20,812.00	$20,812.00

Total	**$41,624.00**	**$20,812.00**	**$20,812.00**

Financial Impact: Discretionary Waivers

Approval of the Executive Director's recommendations will decrease the Board's current accounts receivable by **$20,812.00**

Name and Telephone Number of Contact Person:

DeSeana Williams, Executive Director
Rent Stabilization Board
2000 Center Street, Suite 400, Berkeley, CA 94704
(510) 981-7368

City Of Berkeley
Rent Stabilization Board

Recommendation on Requested Waiver of Registration Penalties

Waiver No: W5166	**Property address:** 2315 DWIGHT WAY BERKELEY CA 94704	**Transfered:** 04/30/2025

Exempt units (as of February 2021):
Unit # 301A - COOP - ,
Unit # 301C - COMM - ,
Unit # 301B - COMM -

Owner(s): Berkeley Student Cooperative	**Waiver filed by:** Executive Director	**# of Units:** 124

Other Berkeley rental property owned: None

Late payment/penalty history: 2025-2026 Registration Fee

Registration Date or Year	Units Requiring Registration at That	Registration Fees Paid	Date Fees Paid	Penalties Charged	Penalties Forgiven	Penalties Paid
FY2025-26	ALL	$41,624.00	10/06/2025	$41,624.00	$0.00	$0.00
			Totals (penalties previously assessed)	$41,624.00	$0.00	$41,624.00

Penalties Currently Under Consideration

Reason for Penalties: Late payment of registration fees

Registration Date or Year	Unit(s) Registered Late At This Time	Registration Fees Paid	Date Fees Paid	Penalties Charged	Penalties Forgiven	Penalties Due
FY2025-26	124	$41,624.00	10/06/2025	$41,624.00	$0.00	$41,624.00
			Total	$41,624.00	$0.00	$41,624.00

Grounds under Regulation 884(B): (6) The landlord requesting the waiver owns or manages 11 or more rental units

Good cause claimed by owner: The Manager reports that the Berkeley Student Cooperative (BSC) assumed management of the building in May 2025, following a 35-year lease to a third-party property management company. Due to this recent transition, BSC believes the notice for the City's rent ordinance registration fee was received after the due date. This property is the only one owned by BSC subject to the registration requirements, and the associated penalty represents an unbudgeted expense.

Recommendation: Staff recommends waiving 50% of the penalties.

Staff Analysis: Owners are responsible for knowing and complying with the requirements of the Rent Ordinance and for maintaining accurate, up-to-date contact information with the Rent Board to receive all

official correspondence.

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