



Rent Stabilization Board

REGISTRATION FACT SHEET

How can I pay my registration fees?

- Owners can pay **via check** by U.S. mail. Make checks out to “City of Berkeley.” Please note that the City of Berkeley does not accept credit card information by U.S. mail. Envelopes postmarked by July 1st that contain the correct registration fee will be considered timely.
- Owners can pay **via credit card or e-check** online at <https://rentregistry.cityofberkeley.info>.
- Owners who wish to pay **via cash or credit card** in person at the Rent Board office may do so Monday, Tuesday, Thursday, and Friday from 9 am to 2 pm.

I have a question about my bill. How do I contact the Rent Board?

Owners who have questions about their billing statement, Unit Status Form, etc., may call the Rent Board at (510) 981-7368, Ext. 2. You may also send an email inquiry to RSBRequest@cityofberkeley.info. Be sure to provide your name, phone number, and the address of the property about which you are inquiring. Registration staff will return all calls and emails promptly.

Who needs to pay the registration fee?

Fully Covered Units and Measure MM Units:

The vast majority of residential rental units in Berkeley are subject to the Board’s annual registration fee. The Shelter in Place order has no effect on this long-standing registration requirement for virtually all residential rental properties. **Even if not yet rented, all eligible units must be registered by July 1st.**

Which units are exempt from Measure MM Requirements?

The following units are **not** subject to Measure MM registration and can be claimed exempt: 1) Units with Section 8 or Shelter Plus tenancies; 2) units that are owner occupied or maintained for the owner’s use; 3) units that are occupied rent free; 4) units that are vacant and unavailable for rent; and 5) single-family homes or condominiums IF they are only rented for up to two years AND the owner (a) owns no more than one residential unit in Berkeley, (b) lived in the unit as his/her primary residence for at least 365 consecutive days immediately prior to rental, (c) will reoccupy the unit as his/her primary residence when the rental ends, and (d) has specified the rental term, not to exceed 24 months, in the lease. **No registration fee is due for exempt units.**

***When to file Vacancy
Registration form?***

For each new tenancy, landlords must file a Vacancy Registration form that provides information regarding the rent level and the housing services for the new tenancy. A property is not properly registered if required Vacancy Registration forms are not filed. **If you have a current tenancy that has not yet been reported, you must file a Vacancy Registration form within 15 days of the date it is rented even if there is no change in the rent charged.** You can download a blank Vacancy Registration form at www.cityofberkeley.info/rent.

***How do I claim an
exemption?***

Exemptions can be claimed using the online Measure MM rent registry, or by using the Unit Status Form that is enclosed with the billing statement. To claim an exemption on the Unit Status Form: Write in the exemption type and the date of exemption for the appropriate unit, and return the form in the enclosed return envelope. Be sure to sign and date the form. If you have questions, please call our Registration Unit at (510) 981-7368, Ext. 2.

***Non-compliance =
No rent increases and
defense to an eviction***

Properties not in full compliance with registration requirements are not eligible to implement any rent ceiling increases for **any** unit on the property. Non-compliance may also be used as a defense in an eviction action.