



## Rent Stabilization Board

May 2022

Dear Property Owner:

Enclosed is the 2022/2023 registration material for Berkeley's residential rental units covered by the Berkeley Rent Ordinance or subject to the Measure MM requirement.

### Fully Covered Units

The Berkeley Rent Board adopted a fee of **\$250** for the year 2022/2023 for each unit that is fully covered by the Rent Stabilization Ordinance. This fee is the same as last year and is due no later than **Friday, July 1, 2022**.

### Measure MM Units

The Berkeley Rent Board adopted a Measure MM registration fee of **\$150** for the fiscal year 2022/2023 for each unit covered by the Measure MM registration requirement. This fee is the same as last year and is due no later than **Friday, July 1, 2022**.

Property owners have the following methods to make a registration payment:

- 1) **U.S. mail.** Owners who choose to pay by U.S. mail must pay by check only. Please note that the City of Berkeley does not accept credit card information by U.S. mail. Payments postmarked by July 1, 2022, will be considered timely.
- 2) **Online registration.** Owners who wish to pay the fee via credit card or e-check may do so using the Berkeley Rent Board's rent registry at <https://rentregistry.cityofberkeley.info>.

**If you have not already created an online account at the Berkeley Rent Board's rent registry:** Use the APN and PIN information provided in the enclosed Rent Registry notice to create your account for the first time.

**If you have already created an account at the Rent Registry:** Use the email address/password that you have already created to log in.

Online registration instructions are on the reverse side of this letter. If you have any questions about online registration or your APN/PIN information, please contact our office at 510-981-7368, Ext. 2, or at [rentregistry@cityofberkeley.info](mailto:rentregistry@cityofberkeley.info).

- 3) **In-person.** Our office will be open Monday, Tuesday, Thursday, and Friday from 9 am to 2 pm for any property owner that would like to pay in office.

### Register Units Online!

You may fully register your property units pay the 2022/2023 fee online. Go to our online portal and register at <https://rentregistry.cityofberkeley.info>.

**Registration fees are due no later than Friday, July 1, 2022.** The Rent Stabilization Ordinance imposes a **100% penalty on all units for which payment is not received by the Rent Board or postmarked by the due date.** Please return the bottom half of the billing statement with your payment in the enclosed return envelope on or before July 1<sup>st</sup>.

The enclosed billing statement is based on the most recent information provided to our office. While online registration is an option, you may also make changes to your unit's status or claim an exemption using the enclosed Unit Status Form. Please review the form carefully; if any information is incorrect, cross it out and write the correct information directly on the form.

If you have any questions concerning the enclosed bill, please call our office's Registration Unit at (510) 981-7368, Ext. 2. You may also email [rentregistry@cityofberkeley.info](mailto:rentregistry@cityofberkeley.info). Please be sure to state that you are calling regarding the Registration billing statement and provide the property address you are inquiring about.

Sincerely,

DéSeana Williams  
Executive Director

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### **HOW TO REGISTER UNITS ONLINE**

- ✓ Go to our online registration portal at <https://rentregistry.cityofberkeley.info>.
- ✓ Log in or, if you are registering for the first time, create a user account.
- ✓ **If you are registering online for the first time:** After you have created an account, add your property to your profile using the APN and PIN information in the enclosed Rent Registry Notice.
- ✓ You cannot create an account if you have not first provided an email address to the Rent Board. If you are unsure whether the Rent Board has your email address on file, you can call our Registration Unit at (510) 981-7368, Ext. 2. You may also email the Registration Unit at [RSBRequest@cityofberkeley.info](mailto:RSBRequest@cityofberkeley.info)
- ✓ **Once you have completed registration,** you will see the amount of registration fees due. Click on the green **"Pay Now"** button to pay the fee online. There is a 1% transaction fee for online credit card payments. There is no fee to pay via e-check.

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TEL: 510.981.7368 (981.RENT) | TDD : 510.981.6903 | FAX: 510.981.4910  
E-MAIL: [rent@cityofberkeley.info](mailto:rent@cityofberkeley.info) | INTERNET: [www.cityofberkeley.info/rent](http://www.cityofberkeley.info/rent)