



Rent Stabilization Board
Office of the Executive Director

DATE: September 19, 2024

TO: Honorable Members of the Rent Stabilization Board

FROM: DéSeana Williams, Executive Director

SUBJECT: Request to Extend Administrative Correction Period on a Case-by-Case Basis until October 30th

Summary

Due to our recent relocation, over 130 registration statements were returned to our office. The Registration Unit's preliminary findings indicate that at least 30 of these properties had forwarding addresses where the post office forwarding period had expired. Additionally, 25 properties have a history of previous payments to the Rent Board, and 10 have experienced ownership changes within the last year.

We are requesting the extension of the administrative correction period until October 30th, to be applied on a case-by-case basis, to allow affected property owners who did not receive their registration statements the opportunity to take advantage of the administrative waiver. This extension will also streamline the waiver process by granting the Executive Director or her designee the authority to waive penalties on a case-by-case basis, thereby reducing the current waiver queue.

Background:

The Berkeley Rent Board's amnesty and administrative correction periods under Resolution 22-21 played a crucial role in assisting property owners who faced challenges in meeting registration deadlines due to data transfer errors or COVID-19-related issues. In previous cycles, the extension of the Administrative Waiver granted by the Board successfully waived \$37,334 in penalties, aiding property owners significantly during the ongoing internal audit and records review and the COVID-19 recovery period.

With the recent disruption caused by our office relocation, a significant number of registration statements were returned undelivered. Among these, numerous properties were impacted by expired postal forwarding, previous rent payments, or recent ownership changes. This has created an unintended barrier for property owners who are otherwise compliant or who have made efforts to stay current with their obligations.

Recommendation:

We recommend that the Board approve the extension of the administrative correction period until October 30th on a case-by-case basis. This extension will:

1. Allow property owners who never received their registration statements to benefit from the administrative waiver.
2. Reduce the administrative burden and backlog of waiver requests.
3. Grant the Executive Director or her designee the discretion to waive penalties where appropriate, thereby expediting the resolution of outstanding cases.

Conclusion

Extending the administrative correction period will provide necessary relief to property owners affected by the office relocation. It will ensure equitable access to penalty waivers for those who, through no fault of their own, did not receive their registration statements. Additionally, it will support the efficient functioning of the Rent Board by reducing the waiver queue and empowering staff to handle corrections swiftly and fairly.

Name and Telephone Number of Contact Person

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Rent Stabilization Board