

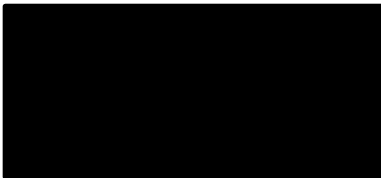


Register Units Online!

You may fully register your property units and pay the 2023-24 fee online. Go to our online portal and register at [Rent Registry - City of Berkeley](#).

Rent Stabilization Board

May 2023



Enclosed is the 2023-24 registration material for Berkeley's residential rental units partially covered by the Berkeley Rent Ordinance. Since 2018, the Rent Board worked hard to keep the fully covered registration fee consistent. Unfortunately, our operating costs have not remained in alignment with the local Consumer Price Index (CPI), and during the public hearing at the March 2023 Board Meeting, the Berkeley Rent Board voted and approved a .18% increase to the partially covered registration fee. This would raise the partially covered fee from \$150 to \$178. The new Registration Fee will be reflected on the 2023-24 Registration Statements.

Partially Covered Units Under Measure MM

The Berkeley Rent Board adopted a fee of **\$178** for the year 2023-24 for each unit that is Partially covered by the Rent Stabilization Ordinance. **The registration fee is due no later than Monday, July 3, 2023.**

Registration Compliance for 23-24 Registration Cycle

For your property to comply with the Rent Board for the 23-24 Registration Cycle, you will need to:

1. Certify the information in your Rent Registry Portal is correct for all partially covered units on the parcel.
2. Pay the 23-24 Registration Fee
3. Submit Tenancy Registration Form for all Partially Covered Units

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

Online registration⁽¹⁾ Owners who wish to register and pay the fee via credit card or e-check may do so using the Berkeley Rent Board's rent registry at [Rent Registry - City of Berkeley](#).

****To pay fees online you must submit the property for registration****

If you have not already created an online account at the Berkeley Rent Board's rent registry: Use the APN and PIN information provided on the enclosed billing statement 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.

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 3, 2023, will be considered timely. In-person. Our office will be open Monday, Tuesday, Thursday, and Friday from 9 am to 4:45 pm for any property owner that would like to pay in the office.

If you have any questions about online registration or your APN/PIN information, please contact our office at 510-981-7368, Ext. 2, or RentRegistry@cityofberkeley.info.

Registration fees are due no later than Monday, July 3, 2023. 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.

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. 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

HOW TO REGISTER UNITS ONLINE

- ✓ Go to our online registration portal at [Rent Registry - City of Berkeley](#).
- ✓ 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 billing statement.
- ✓ 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 RentRegistry@cityofberkeley.info.

To pay fees online you must submit the property for registration

- ✓ **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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