



Guide for Property Owners: *Fees Payable to the City of Berkeley*

*Prepared as a courtesy by the Berkeley Rent Stabilization Board. Please contact individual Departments for the most current information on their programs and fees.

Contact	Fee	Due	Other
Rent Stabilization Board (510) 981-7368 rent@cityofberkeley.info	Fully Covered Unit Annual Registration Fee \$290 per non-exempt unit	July 1st each year. Rent Stabilization Program 2125 Milvia Street Berkeley, CA 94704 https://rentregistry.cityofberkeley.info/	Applies to all non-exempt fully-covered residential units. For more information, see: rentboard.berkeleyca.gov 100% penalty if not received or postmarked by July 1 st of the current year (i.e. the bill will double).
Rent Stabilization Board (510) 981-7368 rent@cityofberkeley.info	Partially-Covered Unit Annual Registration Fee \$178 per non-exempt unit \$37 per non-exempt unit for affordable housing projects managed by a non-profit with an operative regulatory agreement with the City of Berkeley through its Housing Trust	July 1st each year. Rent Stabilization Program 2125 Milvia Street Berkeley, CA 94704 https://rentregistry.cityofberkeley.info/	Applies to most rented single-family homes, condominiums, and units that qualify as new construction. For more information, see: rentboard.berkeleyca.gov 100% penalty if not received or postmarked by July 1 st of the current year (i.e. the bill will double).

	Fund program. \$70 Summer Rental Period registration fee for fraternities and sororities		
Rental Housing Safety Program (RHSP) (510) 981-5444 HCE@cityofberkeley.info	Annual Per Unit/Per Room Fee \$56.00 per rental unit, or \$28.00 per room + Housing Code Enforcement Re-Inspection Fee	Initial bill in October of each year 2nd bill 10% penalty 3rd bill 40% penalty (if not paid after 3rd bill, collection action and lien on property) Finance Department Customer Service Center 1947 Center Street, 1 st Floor Berkeley, CA 94704	Boarding houses or residential hotels with 5 or more rooms. Tenants or others can request a free housing inspection for habitability concerns. Re-inspection fees apply if violations are found during initial inspection and not cleared by the time follow-up inspections are performed. (Annual inspections are conducted by the property owner's designee, and "Schedule A" inspection checklists are self-enforcing.) Give copy to tenant and keep copy for your records. For more information see: https://berkeleyca.gov/doing-business/operating-berkeley/landlords/rental-housing-safety-program-rhsp
Finance Customer Service Center (510) 981-7200 (City Call Center) BusLic@cityofberkeley.info	Annual Business License Fee subject to change based upon gross receipts of business.	Business License expires Dec. 31 st and must be renewed by Feb. 28th . Finance Department Customer Service Center 1947 Center Street, 1 st Floor Berkeley, CA 94704	Any business that does not renew their business license by Feb. 28 (in person or postmark date) incurs late payment penalty of 10% on March 1 st ; business licenses not renewed by March 31 st incur an additional 40% penalty on April 1 st ; interest accrues on fee & penalty, at 1% per month, on any business license renewed after Feb. 28th and continues to accrue until renewed and paid in full.

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Finance Customer Service Center (510) 981-7200 (City Call Center) BusLic@ cityofberkeley.info	New Business License \$77 per rental property + one-time \$25 registration fee + \$4.00 fee for State Mandated Disability Access and Education Revolving Fund.	Within 30 days of purchasing a property with 3 or more dwelling units. Finance Department Customer Service Center 1947 Center Street, 1 st Floor Berkeley, CA 94704	Any housing provider who owns a property with three or more rental units (or provides lodging for 5 or more persons) must register as a Rental Property Business (even if some or all of the units are occupied by the property owner). If business ownership changes, (i.e. rental property is sold) the old owner (the seller) must, within 30 days of selling, file an <i>Amended Business License declaration</i> and pay a business license tax based upon rents collected through the date the rental property was sold. The new property owner (the buyer) must register as a <i>Rental Property Business</i> .
Fire - Prevention (510) 981-5585	Annual Residential/ Business Fire Inspection Fee \$98 for every 15 minutes (or fraction thereof); Please check the Fire Department's website for the most up-to-date fee information.	Annual Fire Inspections occur approximately every 12 months on a recurring basis. Properties must be inspected by full-time Fire Department personnel. Usually billed 30-60 days after inspection; payment due within 60 days of receipt of invoice . Finance Department Customer Service Center 1947 Center Street, 1 st Floor Berkeley, CA 94704	The City inspects all properties except single-family residences and duplexes. The Annual Fire Inspection fee is based on the amount of time it takes to inspect the property. Additional fees apply if a re-inspection is required and non-compliance is noted. The re-inspection fee is based on the amount of time it takes to re-inspect the property. A 20% late payment penalty is added if payment is not received within 60 days of the statement date. For more information about fees and billing, see: https://berkeleyca.gov/safety-health/fire/fire-prevention
Department of Public Works (510) 981-6300 publicworks@cityofberkeley.info	Sewer Service Fee (SSF) Fee based on dwelling type and amount of water used.	SSF are billed bi-monthly on the EBMUD water bill	Responsibility for payment varies depending upon the date tenancy began and the agreement between landlord and tenant regarding SSF payment. For more information about fees and billing, see: https://berkeleyca.gov/city-services/streets-sidewalks-sewers-and-utilities/sewers