

# Request for Mediation

Berkeley Rent Stabilization Board  
2000 Center St., Suite 400, Berkeley, CA 94704

PHONE: (510) 981-7368 (981-RENT) • TDD: (510) 981-6903 • FAX: (510) 809-3921

E-MAIL: [rent@berkeleyca.gov](mailto:rent@berkeleyca.gov) • INTERNET: [rentboard.berkeleyca.gov](http://rentboard.berkeleyca.gov)

*For administrative use only.*

M- \_\_\_\_\_

Fully Covered

Partially Covered

The Rent Stabilization Board offers mediation services to Berkeley landlords and tenants who need help resolving residential tenancy-related matters. Please do not request mediation unless you have first attempted to resolve the problem directly with the other person, or if the issue is a time sensitive emergency. If you need help deciding whether mediation or the Rent Board's petition process is better suited for your dispute, contact a Rent Board counselor at (510) 981-7368 or [rent@berkeleyca.gov](mailto:rent@berkeleyca.gov). Our office hours are Mondays, Tuesdays, Thursdays and Fridays, 9:00 a.m. to 4:45 p.m. (closed on Wednesdays).

## Person requesting mediation:

Name \_\_\_\_\_ Daytime phone \_\_\_\_\_

E-mail \_\_\_\_\_

Property Address \_\_\_\_\_ Unit No. \_\_\_\_\_ Zip \_\_\_\_\_

Availability of Person Requesting Mediation	
Weekdays, or Specific Dates	Times between 9 a.m. and 5 p.m. (allow at least three hours)

I am a: tenant  subtenant  master tenant  owner  property manager

This unit is government-owned or -subsidized:  YES  NO.

If "YES," subsidy type (e.g., Section 8, Shelter Plus Care): \_\_\_\_\_

Housing Counselor who assisted you: \_\_\_\_\_

## Person you wish to mediate with:

Name \_\_\_\_\_ Daytime phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_

This person is a: tenant  subtenant  master tenant  owner  property manager  roommate

## Brief description of the dispute:

\_\_\_\_\_  
\_\_\_\_\_

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I tried to resolve my dispute directly with the other party, but did not succeed. I give permission to the Rent Stabilization Board to contact the other party to schedule a mediation. I understand that a mediation will be scheduled only if the other party agrees. **(Check here if the other party has already agreed to mediation: )**

Signature \_\_\_\_\_ Date \_\_\_\_\_