



TENANT PETITION FOR REVIEW OF RENT

This petition requests a review of the rental price of a residential rental unit by a City of Hayward Mediator and/or Arbitrator. **Fill out this form as completely as you can and to the best of your ability. You may attach additional pages if needed.**

Rental Address (with zip code): _____

Unit/Apartment No.: _____

I. PETITIONING TENANT(S)

| Tenant Name(s): | Phone #: | E-mail: |
|-----------------|----------|---------|
| | | |
| | | |

Are the Tenant(s) in this unit represented another person? YES NO

If yes, please provide your representative's contact information below:

| | | |
|----------------------|-------------------------|--------|
| Representative Name: | Representative Address: | Phone: |
| | | Email: |

II. LANDLORD'S INFORMATION *(if known)*

| | | |
|----------------|-------------------|--------|
| Landlord Name: | Landlord Address: | Phone: |
| | | Email: |

III. PROPERTY MANAGER'S INFORMATION

| | | |
|------------------------|---------------------------|--------|
| Property Manager Name: | Property Manager Address: | Phone: |
| | | Email: |

IV. REASON(S) FOR FILING THIS PETITION

A. Check all that you think apply:

- 1. I did not receive lawful notice of a rent increase, banked increase, or increase in government-utility service cost in accordance with Section 12-1.05(d) and Section 12-1.15.
- 2. I received an annual rent increase above 5%.
- 3. I'm disputing a banking calculation; or I received a banked increase with annual rent increase that is above 10%.
- 4. I received an increase in utility costs of more than 1% of my current rent.
- 5. I'm requesting a reduction in Rent because of a reduction in Housing Services.
- 6. I'm contesting a capital improvement cost as unlawful or calculated incorrectly.
- 7. I'm requesting review of a rent increase because the property has health, safety, fire, building violations, or repairs that the landlord will not make.
- 8. Other (please explain):

B. Please provide the following information.

Your Current Rent: _____

Proposed New Rent: _____

Effective Date of Rent Increase: _____

C. What is the approximate date that you received notice of increase OR the date you learned you did not receive proper notice? Attach copy of the notice.

Approximate date notice received: _____

OR

Approximate date you learned you did not receive proper notice: _____

D. If you checked 5 above (decrease in housing services) answer the following questions:

| | |
|--|--|
| 1. What service(s) was/were reduced? | 2. Who is affected by this service reduction? (just you, other tenants, entire complex, etc.) |
| 3. Approximately when did the change happen and how long did it last? | 4. Were you notified of the change? If so, how (verbally or in writing) and when? |
| 5. If you weren't notified of the change, did you inform the landlord of the change? If so, how (verbally or in writing) and when? | 6. Has the landlord done anything to restore the service or compensate tenants for the loss of service? If so, what did the landlord do? |
| 7. What's the approximate monthly value of the service? (your best guess is fine) | |

E. If you checked 7 above (the property has repair needs or code violations) answer the following questions:

| | |
|---|--|
| 1. Did you tell the landlord about the problem(s)? <input type="checkbox"/> YES <input type="checkbox"/> NO 1a. If so, how did you notify them? (e.g., email, text, call, in-person) _____ _____ 1b. Approximately what date or dates did you notify them? _____ | 2. Please describe the health, safety, fire and building violations, or outstanding repairs. |
|---|--|

| | |
|---|--|
| 3. Please list the date(s) problem(s) started and/or date(s) of code violation report(s): | 4. Who is affected by these problems? (<i>just you, other tenants, entire complex, etc.</i>) |
| 5. Has the landlord taken any steps to fix the problem(s)? If so, what did the landlord do? | |
| 6. Is/are the problem(s) still on-going? If more than one issue, state all that are still on-going. | |
| 7. How has/have the problem(s) affected you? | |

F. Meet and confer requirement: REMEMBER, within ten (10) days of filing this petition, try to contact the landlord to discuss the problem or dispute.

IV. SUPPORTING DOCUMENTS

Please check which documents you are submitting with this petition:

- | | |
|---|---|
| <input type="checkbox"/> Notice of rent or other increase | <input type="checkbox"/> Copies of communication – e-mails, letters, texts, etc. |
| <input type="checkbox"/> Copy of lease | <input type="checkbox"/> Photos |
| <input type="checkbox"/> Code violation report(s) | <input type="checkbox"/> Other (<i>please specify</i>): _____ _____ _____ |

V. MEDIATION/ARBITRATION

A. Mediation: The first step in the RRSO petition process is mediation. Mediation is a confidential meeting with the tenant(s) and the landlord or the landlord’s representative facilitated by a professional neutral mediator. The mediator will help the parties discuss the issues presented in this petition and assist them in reaching an agreement. If no agreement is reached through mediation, the case proceeds to arbitration. Similar to a court proceeding, an arbitrator hears the case and makes a legally binding decision based on the parties’ arguments and evidence.

Pursuant to Section 12-1.07(i), parties may agree to waive mediation and proceed directly to arbitration. Such a request must be in writing and must be made no later than seven (7) days before the mediation date.

I wish to waive mediation and proceed directly to arbitration.

B. Scheduling:

The Mediation/Arbitration will be scheduled no earlier than fourteen (14) days and no later than thirty (30) days after the acceptance of filing the petition. Please identify dates/times you are available during that time frame after that time and if there are specific dates/times you are not available (*you may be general – e.g. “Mondays and Wednesdays - am available after 3p.m.”*). Mediations/Arbitrations can take 2 to 3 hours.

Do you need an interpreter for the mediation/arbitration?

YES Language: _____

NO

C. Settlement Terms (optional)

For the purpose of expediting a resolution to the issues presented in this petition, what are your proposed agreement terms that would resolve the issues (*e.g. percentage of rent increase, terms to resolve service reductions etc.*):

| Mail petition and attachments to: | Contact Information for Rent Review Office |
|--|--|
| Rent Review Office | Monday through Friday |
| 777 B Street | 8:30 a.m. – 12:00 p.m. |
| Fourth Floor | 1:00 p.m. – 5:00 p.m. |
| Hayward, CA 94541 | Closed 12:00 p.m. – 1:00 p.m. |
| <i>Petitions <u>must</u> be received within 30 days of the Notice of Rent Increase.</i> | E-mail: housing@hayward-ca.gov |
| | Phone: (510) 583-4454 |

[Signature page follows]

I (we) affirm under penalty of perjury that the information I (we) have provided here is true and correct to the best of my (our) knowledge.

I (we) understand that once this petition is filed, I (we) have the right to withhold disputed rent until a decision is made by an Arbitrator.

Date _____

Print Name _____

Signature _____

I opt in for communication via e-mail

Date _____

Print Name _____

Signature _____

I opt in for communication via e-mail

Date _____

Print Name _____

Signature _____

I opt in for communication via e-mail

Date _____

Print Name _____

Signature _____

I opt in for communication via e-mail