



**Declaration of Exemption or Error**

Complete this form only if your unit is not covered, or if the City has made an error calculating your rental fee (e.g., included an incorrect number of covered units). Please select the appropriate reason(s) from the options below. The Rent Review Office will review your response and re-issue a new bill, as appropriate. You will then have 30 days to pay the updated fee.

I \_\_\_\_\_, declare that my rental property located at \_\_\_\_\_ is not covered and/or that there was an error in calculating my rental fee, based on the following selected reasons:

|                          |   |
|--------------------------|---|
| <input type="checkbox"/> | The unit is an accommodation in a hospital, extended care facility, convalescent home, non-profit home for the aged, or dormitory owned and operated by either an educational institution or a private organization which offers spaces in rooms for rent in conjunction with the providing of services such as meals, cleaning services, and social programs. <i>(Attach supporting documentation)</i> |
| <input type="checkbox"/> | The unit is an accommodation in motels, hotels, inns, tourist houses, rooming houses, and boarding houses and is not occupied by the same Tenant for thirty (3) or more continuous days. <i>(Attach supporting documentation)</i>   |
| <input type="checkbox"/> | The unit is in a nonprofit cooperative that is owned, occupied, and controlled by a majority of the residents. <i>(Attach proof of nonprofit and cooperative status)</i>  |
| <input type="checkbox"/> | The unit is a rental whose Rents are controlled, regulated, or subsidized by any governmental unit, agency or authority other than the City of Hayward RRSO.<br>Total number of covered units: _____<br>Total number of units under Section 8: _____<br><i>(Attach copy of written agreement with governmental agency)</i>  |
| <input type="checkbox"/> | The unit is a lawful Accessory Dwelling Unit (ADU) where the primary residence is occupied by the Property owner. <i>(Attach two forms of proof of owner occupancy – e.g. utility bill, cable bill, driver’s license, car registration, etc. and copy of the final permit from City of Hayward)</i>   |
| <input type="checkbox"/> | The unit is located in a structure for which a certificate of occupancy was first issued after July 1, 1979. <i>(Attach documentation such as copy of certificate of occupancy)</i>   |
| <input type="checkbox"/> | The unit is a single-unit property such as a single-family residence, townhouse, or condominium, which is exempt under the Costa-Hawkins Rental Housing Act (California Civil Code §1954.52). <i>(Attach supporting documentation)</i>  |
| <input type="checkbox"/> | The information provided by the Rent Review Office is incorrect. Please include a brief description of the error and attached any supporting documentation: _____<br>_____<br>_____   |

I affirm under penalty of perjury pursuant to the laws of the State of California that the information I have provided here is true and correct to the best of my knowledge.

Date: \_\_\_\_\_ Owner/Agent Signature: \_\_\_\_\_

Account ID: \_\_\_\_\_

Bill Number: \_\_\_\_\_

Office of the City Manager  
Housing Division  
777 B Street, 2<sup>nd</sup> Floor  
Hayward, CA 94541-5007  
T: 510.583.4250 | F: 510.583.3650  
housing@hayward-ca.gov | www.hayward-ca.gov

