

Rental Units – Declaration of Exemption or Error

Complete this form only if your unit is not a rental unit and/or not a covered rental unit, or if the City has made an error calculating your rental fee (e.g., included an incorrect number of rental units or incorrect rate). Please select the appropriate reason(s) from the options below (describe the issue if it is not listed), provide appropriate supporting documentation, and send it to the Rent Review Office. 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 a rental unit

[Write address]

and/or that there was an error in calculating my rental fee, based on the following selected reasons:

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| <input type="checkbox"/> The property is an owner-occupied single-family unit. (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) |
| <input type="checkbox"/> The property is not a residential unit. (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) |
| <input type="checkbox"/> The property is currently vacant, and I do not intend to rent it (Attach documentation of vacancy, e.g., utility bill). |
| <input type="checkbox"/> One of the units is owner occupied or occupied by an employee that does not pay rent. Unit # _____ is not a rental unit. The total number of units should be reduced by _____ units. (Attach two forms of proof of owner occupancy – e.g. utility bill, cable bill, driver’s license, car registration, etc. and/or copy of the agreement with employee, if applicable) |
| <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: _____ _____ _____ |

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.

Owner/Agent Name: _____

Signature: _____

Date: _____