



Account ID: \_\_\_\_\_  
Invoice Number: INV-000 \_\_\_\_\_  
Property Location : \_\_\_\_\_

### Rental Unit – Declaration of Exemption or Error

Complete this form only if your unit is not Rental Unit, or if the City has made an error calculating your rental fee (e.g., included an incorrect number of covered rental units). Please select the appropriate reason(s) from the options below (describe the issue if it is not listed). Send the completed form with supporting documentation to the Rent Review Office. If the supporting documentation is not provided, the account will not be adjusted. The Rent Review Office will review your response and re-issue a new bill, as appropriate. You will have 30 days to pay the updated fee.

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

<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.)
<input type="checkbox"/> The property is not a residential unit. (Attach supporting documentation)
<input type="checkbox"/> The property has been vacant since July 1, 2023, 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 unit(s) was sold prior to July 1, 2023 (Attach documentation demonstrating sale before July 1, 2023). If the property was sold after July 1, 2023, you still owe this fee. If documentation is not provided, the City's records will not be updated until next year and the owner listed on this invoice will be held responsible for the fee.
<input type="checkbox"/> The unit(s) is no longer regulated or subsidized by another government agency (e.g., Section 8) and should be charged as a Covered Rental Unit. Total number of units on property: _____ Number of units no longer under other government agency: _____ List all units no longer under other government agency (e.g, Apt 1): _____
<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: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Email: \_\_\_\_\_