

Proposed Rent Registry 1.0

Units subject to the Annual General Adjustment: Multi-family rental units built before 1995

Ordinance 3246 establishes that landlords must register their rental units annually with the Rent Stabilization Program. Below is information on the proposed criteria for the registry and who will have access to the registry.

REGISTRY FUNCTION

1. Facilitate compliance with the Rent Stabilization Ordinance by:
 - a. Providing a user-friendly online system for landlords to report required data and pay the annual rent program fee.
 - b. Automating annual letters that provide accurate information to tenants and landlords on allowable maximum rents.
 - c. Generating internal reports for staff that analyze rent-related data and verify compliance with the Ordinance.
2. Provide rental housing data to policy makers to inform future decisions concerning rental housing policies.

GUIDING PRINCIPALS

1. Privacy - The system must have robust security and the release of information to the public will be limited to the requirements under the Public Records Act.
2. Ease of Use - System should be user-friendly and data input should be as simple as possible.
3. Reasonable Costs – The design of the database will take into account the costs of system development and maintenance.
4. Value – All users should receive value from the system.

ACCESS

1) Tenant

- Tenants will annually receive a letter from the program containing the following:
 - Annual General Adjustment for upcoming year;
 - Maximum Allowable Rent for the rental unit.
- Tenants may request data at any time under the Public Records Act.
- Tenants will continue to be able to submit program forms online.
- Staff is looking into feasibility of creating secured tenant accounts so tenants can view online information at their specific unit through a unique pin.

2) Landlord

- Landlords will annually receive a letter from the program containing the following:
 - Annual General Adjustment for upcoming year;
 - Maximum Allowable Rent for the rental unit.
- Online access for landlords is limited to the properties owned by the landlord.
- Landlords may request data at any time under the Public Records Act.

3) Public

- The public may access data subject to disclosure under the Public Records Act. The information will not be searchable online, but available through the Public Records Act request process.

Proposed Rent Registry 1.0
Multi-family rental units built before 1995

Already in system from fee collection process

Fields	Obligation to provide	Subject to disclosure under the Public Records Act
<input type="checkbox"/> Owner name/ business name	Required one time	Yes
<input type="checkbox"/> Owner mailing address	Required one time	No - Redacted information
<input type="checkbox"/> Owner phone number	Required one time	No - Redacted information
<input type="checkbox"/> Owner email	Required one time	No - Redacted information
<input type="checkbox"/> Owner preferred language	Optional one time	Yes
<input type="checkbox"/> Does owner have a property manager?	Required one time	Yes
<input type="checkbox"/> Property manager name/ business name	Required when applicable	Yes
<input type="checkbox"/> Property manager address	Required when applicable	Yes
<input type="checkbox"/> Property manager phone number	Required when applicable	Yes
<input type="checkbox"/> Property manager email	Required when applicable	Yes
<input type="checkbox"/> Last date [month/year] of property sale	Required one time	Yes
<input type="checkbox"/> Unit address	Required one time	Yes
<input type="checkbox"/> Would you like to receive e-statements in place of mailed notices?	Required one time	Yes
<input type="checkbox"/> Would you like to sign-up for program e-newsletters?	Required one time	Yes
<input type="checkbox"/> Number of bedrooms	Required one time	Yes
<input type="checkbox"/> Unit status (Rented, Owner-occupied, etc.)	Required annually	Yes
<input type="checkbox"/> Tenant name	Required one time	No - Redacted information
<input type="checkbox"/> Tenant phone number	Optional one time	No - Redacted information
<input type="checkbox"/> Tenant email	Optional one time	No - Redacted information
<input type="checkbox"/> Tenant preferred language	Optional one time	Yes
<input type="checkbox"/> Start date of tenancy	Required one time	Yes
<input type="checkbox"/> Date of last rent increase	Required annually	Yes
<input type="checkbox"/> Rent in effect on 9/1/19 [base rent]	Required one time	Yes
<input type="checkbox"/> Rent at time of registration	Required annually	Yes
Housing services <u>included</u> with rent	Required one time,	Yes
<input type="checkbox"/> Parking	unless changes occur.	
<input type="checkbox"/> Refuse/ Recycling		
<input type="checkbox"/> Water		
<input type="checkbox"/> Pets		
<input type="checkbox"/> Gas/ Electric		
<input type="checkbox"/> Storage		
<input type="checkbox"/> Laundry		
<input type="checkbox"/> Gym/ Pool		
<input type="checkbox"/> Other _____ (e.g. A/C)		

Proposed Rent Registry 1.0

Units exempt from Annual General Adjustment: Single-family homes, Condominium, and Multi-family rental units built after 1995

Ordinance 3246 establishes that landlords must register their rental units annually with the Rent Stabilization Program. Below is information on the proposed criteria for the registry and who will have access to the registry.

REGISTRY FUNCTION

1. Facilitate compliance with the Rent Stabilization Ordinance by providing a user-friendly online system for landlords to report required data and pay the annual rent program fee.
2. Provide rental housing data to policy makers to inform future decisions concerning rental housing policies.

GUIDING PRINCIPALS

1. Privacy - The system must have robust security and the release of information to the public will be limited to the requirements under the Public Records Act.
2. Ease of Use - System should be user-friendly and data input should be as simple as possible.
3. Reasonable Costs – The design of the database will take into account the costs of system development and maintenance.
4. Value – All users should receive value from the system.

ACCESS

1) Tenant

- Tenants may request data at any time under the Public Records Act.
- Tenants will continue to be able to submit program forms online.
- Staff is looking into feasibility of creating secured tenant accounts so tenants can view online information at their specific unit through a unique pin.

2) Landlord

- Online access for landlords is limited to the properties owned by the landlord.
- Landlords may request data at any time under the Public Records Act.

3) Public

- The public may access data subject to disclosure under the Public Records Act. The information will not be searchable online, but available through the Public Records Act request process.

Proposed Rent Registry 1.0

Single-family homes, Condominium, and Multi-family rental units built after 1995

Already in system from fee collection process

Fields	Obligation to provide	Subject to disclosure under the Public Records Act
<input type="checkbox"/> Owner name/ business name	Required one time	Yes
<input type="checkbox"/> Owner mailing address	Required one time	No - Redacted information
<input type="checkbox"/> Owner phone number	Required one time	No - Redacted information
<input type="checkbox"/> Owner email	Required one time	No - Redacted information
<input type="checkbox"/> Owner preferred language	Optional one time	Yes
<input type="checkbox"/> Does owner have a property manager?	Required one time	Yes
<input type="checkbox"/> Property manager name/ business name	Required when applicable	Yes
<input type="checkbox"/> Property manager address	Required when applicable	Yes
<input type="checkbox"/> Property manager phone number	Required when applicable	Yes
<input type="checkbox"/> Property manager email	Required when applicable	Yes
<input type="checkbox"/> Last date [month/year] of property sale	Required one time	Yes
<input type="checkbox"/> Would you like to receive e-statements in place of mailed notices?	Required one time	Yes
<input type="checkbox"/> Would you like to sign-up for program e-newsletters?	Required one time	Yes
<input type="checkbox"/> Number of bedrooms	Required one time	Yes
<input type="checkbox"/> Start date of tenancy	Required one time	Yes
<input type="checkbox"/> Date of last rent increase	Required annually	Yes
<input type="checkbox"/> Rent at time of registration	Required annually	Yes