



APPEAL OF THE CERTIFIED PERMISSIBLE RENT AMOUNT

A tenant or a landlord of a rental unit may appeal the certified rent amount set forth on the Certificate issued by the City through the Certification Appeal process within fifteen (15) days from the date of issuance (mailing) of the *Certificate of Registration of the Permissible Rent Level*. An appeal may be submitted if the certified rent amount is different from the monthly rent amount that is set forth on the Certificate, not including surcharges or additional contractual housing services. The grounds for an appeal of the amount set forth in the Certificate are fraud, misrepresentation, or a typographical or computational error.

I appeal the certified permissible rent amount reported for the rental unit # _____ \$ _____ (state the certified rent amount).

The grounds for my appeal are: _____ . I declare that the amount of rent paid at the time of the issuance of the Certificate for this rental unit was \$ _____ and request an administrative hearing on my appeal. I am attaching supporting documents.

TENANT INFORMATION			
NAME OF TENANT	FIRST NAME		LAST NAME
STREET ADDRESS OF REGISTERED RENTAL UNIT	NUMBER	DIRECTION (N, S, E, W)	STREET NAME
	UNIT NUMBER	Beverly Hills	California
MOVE-IN DATE	DATE OF LAST RENT INCREASE	AMOUNT OF LAST RENT INCREASE	
DAYTIME PHONE NUMBER	EMAIL		

PROPERTY OWNER/MANAGER INFORMATION			
PROPERTY OWNER/MANAGER	FIRST NAME		LAST NAME
PROPERTY MANAGEMENT COMPANY NAME			
MAILING ADDRESS	NUMBER	DIRECTION (N, S, E, W)	STREET NAME
	CITY	STATE	ZIP CODE
DAYTIME PHONE NUMBER	EMAIL		

DECLARATION

APPELLANT IS THE: TENANT LANDLORD

I, _____, declare under penalty of perjury that the information provided by me on the above form is true and correct to the best of my knowledge and belief. I also understand that if I have provided any information that has been falsified, I am in violation of the Beverly Hills Municipal Code and will be subject to an administrative fine or enforcement action.

SIGNATURE

DATE





APPEAL INSTRUCTIONS

REMINDER: YOU ARE ENCOURAGED TO SUBMIT YOUR APPEAL ON-LINE OR IN-PERSON.

SUBMIT APPEAL ONLINE

1. Complete and submit the *Appeal of the Certified Permissible Rent Amount* within fifteen (15) days from the date of issuance (mailing) of the *Certificate of the Permissible Rent Level*. You can access and submit the appeal form at: www.beverlyhills.org/BHrentAppeal.
2. The permissible grounds for an appeal of the amount set forth in the Certificate: are fraud, misrepresentation, or a typographical or computational error.
2. Attach any supporting documentation (e.g. copy of the rental agreement for the unit, cancelled checks for rent, rent increase notices, or other documents) to support your appeal. Any records included with this form and submitted to the City of Beverly Hills Rent Stabilization Program may be subject to disclosure pursuant to the California Public Records Act.

SUBMIT APPEAL IN-PERSON AT CITY HALL

1. Drop off your *Appeal of the Certified Permissible Rent Amount* at City Hall within fifteen (15) days from the date of issuance of the *Certificate of the Permissible Rent Level*. The address for the drop off location is:

Beverly Hills City Hall – Rent Stabilization Program
455 North Rexford Drive
Beverly Hills, CA 90210

2. Attach any supporting documentation (e.g. copy of your rental agreement, cancelled checks for rent, rent increase notices, or other documents) to support your appeal. Any records included with this form and submitted to the City of Beverly Hills Rent Stabilization Program may be subject to disclosure pursuant to the California Public Records Act.

SUBMIT APPEAL BY MAIL

If you mail your appeal to the City, please be advised that the appeal and any supporting documentation must be received at City Hall within fifteen (15) days from the date of issuance of the *Certificate of the Permissible Rent Level*. The mailing date on the envelope transmitting your appeal is not material to the timeliness of the filing of your appeal. Please mail your appeal to the following address:

City of Beverly Hills – Rent Stabilization Program
455 North Rexford Drive, Room 200
Beverly Hills, CA 90210

ONCE YOUR APPEAL IS SUBMITTED

City Staff will resolve issues pertaining to typographical or computational errors. If the appeal is filed timely and determined to be complete, and the appeal requires the resolution of factual issues or an issue concerning the application of the Ordinance and Regulations to the facts, City staff will schedule a hearing before a hearing officer. You and your landlord will be contacted when the hearing has been scheduled.

If you have any questions regarding the appeal process or other questions about the Rent Stabilization Ordinance, please contact our office at: Call: (310) 285-1031 or Email: bhrent@beverlyhills.org.

