



REQUEST FOR CERTIFICATE OF CERTIFIED PERMISSIBLE RENT AMOUNT

After January 24, 2018, following the initial certification of rents for buildings that have been registered with the City, the owner of the property (the landlord) or the tenant residing in a rental unit, may apply for a certificate from the City’s Rent Stabilization Program, which sets forth the amount of the rent that may be charged for that particular rental unit.

Address for which Certificate is being requested:

Unit No: _____

LANDLORD REQUEST TENANT REQUEST

NAME: _____ PHONE: _____

MAILING ADDRESS: _____

SIGNATURE: _____

DATE: _____

Staff Use Only:	APL [] Yes [] No	HRN [] Yes [] No	HAB [] Yes [] No	OTHER _____ _____
Received Date: _____	Processed Date: _____			

INSTRUCTIONS FOR REQUESTING CERTIFICATE OF RENT AMOUNT

To obtain a certificate, please follow the instructions below. Information about the rent registration and certification process can be found in the Rent Stabilization Regulations, which were adopted by the City Council in Resolution No. 17-R-13158.

YOU MUST MAIL OR BRING THE FOLLOWING ITEMS TO THE CITY’S RENT STABILIZATION PROGRAM AT THE ABOVE ADDRESS:

1. A completed “REQUEST FOR CERTIFICATE OF RENT AMOUNT” on the form prescribed by the City; and
 2. Payment of any applicable fee that has been established by the City Council.
- Upon request from landlord/tenant, the City will issue a certificate to both the landlord and the tenant of the subject unit within five business days following receipt of the items set forth above.





City of Beverly Hills

Rent Stabilization Program

455 N. Rexford Drive Beverly Hills, CA 90210

Tel. (310) 285-1031 Email: bhrent@beverlyhills.org

CHALLENGING A CERTIFICATE

The landlord or the tenant(s) may contest the amount of the rent set forth in the certificate by filing an appeal with the City, on the City's form, within fifteen (15) days of the date when the certificate was issued by the City. The ground(s) for objection to the rent amount set forth in the Certificate are limited to: 1. fraud; 2. misrepresentation; or 3. a computational or typographical error. The landlord or tenant(s) may not appeal the amount in the certificate based upon housing services provided to a unit; any provision of the Rent Stabilization Ordinance that provides a basis for filing an application for a rent adjustment where no determination thereon has been issued; or upon any issue which could have been raised prior to the final determination of the rent for the unit conducted pursuant to the provisions of Paragraphs 1 through 5 of Chapter 2 of the Rent Stabilization Regulations.

