



Rent Stabilization Program

455 N. Rexford Drive Beverly Hills, CA 90210 Tel. (310) 285-1031 - Email: bhrent@beverlyhills.org

### AMENDMENTS TO THE RENTAL UNIT REGISTRATION

Pursuant to Sections 4-5-801 and 4-6-10 of the Municipal Code, re-registration of rental units that are subject to the requirements of Chapter 5 or Chapter 6 of Title 4 of the Beverly Hills Municipal Code is required within thirty days of any of the following events: the re-rental of a unit after a vacancy; a change in the ownership or management of the rental unit; a change in the owner's or manager's contact information, and following the termination of a rental unit's exempt status. Please use this form to amend the previous registration unit on the property. This form must be completed and signed by the property owner or the property manager. PLEASE PRINT LEGIBLY, OR TYPE.

APN:	10 Digits										
APIN.		1									
	NUMBER: DIRECTION (N,S, E, W) STREET I				REET NAME:						
Address:	CITY: BEVERLY HILLS					STATE:			ZIP CODE:		
			DEVER	LY HILLS				CA			
ARTII CHANGI	IN OWNE	RSHIP/IN	IFORMΔ	TION F	OR NEW	OWNER					
FIRST NAME:	ART II. CHANGE IN OWNERSHIP/INFORMATION FOR IRST NAME:					LAST NAME:					
TRUST / LLC / CORPORATION	NAME (LEAVE BLA	ANK IF INDIVIDUA	L):		DATE OF	TRANSFER OF OWNERS	SHIP:				
Owner Type:  ☐ Individual(s) ☐ Trust ☐ LLC ☐ Corporation ☐ Partnership				<u> </u>	FOR TRUSTS / LLC / CORPORATIONS:  ☐ Managing Partner ☐ CEO ☐ Trustee						
PHONE NUMBER: ( ) -			EMAIL:								
Mailing	NUMBER:	DIRECTION (	N, S, E, W)	STREET NA	AME:					UNIT:	
Address:	CITY:						STATE:		ZIP CODE	:	
ART III. CHANG	E IN MAIL	ING ADD	RESS OR	CONT	ACT INFO	RMATION		□ Own	er	☐ Manager	
FIRST NAME:					LAST N	AME:					
PHONE NUMBER:			EMAIL:		l						
Mailing	NUMBER: DIRECTION (N,S, E, W) STREET NAME:				AME:					UNIT:	
Address:	CITY:						STATE:		ZIP CODE	: -	
ART IV. CHANG	SE IN DROI	DERTY MA	NAGER								
FIRST NAME:	, <u>.</u>		AGEN		LAST N	AME:					
PHONE NUMBER:			EMAIL:		<u> </u>						
( ) -											
( ) - Mailing	NUMBER:	Direction (	N, S, E, W)	STREET NA	AME:					UNIT:	







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## AMENDMENTS TO THE RENTAL UNIT REGISTRATION

# PART V. RE-REGISTRATION OF A VACANT RENTAL UNIT FOLLOWING RE-RENTAL OR CHANGE IN EXEMPT STATUS

	NUMBER:	DIRECTION (N, S, E, W)	STREET NAME:			UNIT NUMBER: ( ☐ NO UNIT NUMBER ASSIGNED)			
Address:	CITY:		STATE:	ZIP CODE:		NUMBER	NUMBER		
	BEVERLY I		CA	ZIF CODE.		OF BEDROOMS:	OF BATHROOMS:		
	RENTAL UNIT DESIGNATION:					DATE THE NEW TEN	ANT MOVED IN:		
	☐ Chapter 5 Tenan								
	UNIT STATUS:		UTILITY(IES) PAID BY LANDLORD:						
	☐ Occupied by new	□ Gas							
	☐ Occupied by Own	□ Occupied by Owner							
	☐ Occupied by Man	☐ Occupied by Manager							
Tenancy						PARKING INCLUDED IN MONTHLY RENT?			
Information:	Is the unit currently	occupied by a ter	nant with	a Section 8 vouch	er,	□ Yes			
	or is the tenancy su	or is the tenancy subject to a contract with a government entity or							
	non-profit with a go	vernment contra	ct to pro	vide rental housin	ng?				
	☐ Yes ☐ No								
	The owner/landlord	The owner/landlord has a signed original "Tenant–Landlord Rights							
	and Responsibilities	and Responsibilities Handbook" and is on file for this tenant and is							
A. Tenancy Hi	story for Vacant Uni	t that is being re	-rented						
Exact date wh	en unit was vacated	? / /							
☐ Vacated	☐ Vacated ☐ Vacated for Cause Termination / Eviction ☐					Vacated for No Cause			
					rmination / Eviction				
	Reason of Cause	Reason of Cause: No							
	☐ Failed to pay i	☐ Failed to pay rent 1.							
	☐ Failed to comp given.	☐ Failed to comply with rental terms after written notice was given.							
	☐ Committed or	$\Box$ Committed or permitted a nuisance or was damaging the $2$ .							
Spec	ify unit or comn	1							
Addition	5	☐ Was undertaking illegal uses within the unit or was							
Informati		prior tenant?  ☐ Yes							
	☐ Refused to pr repairs or im agreement o	[	□ No						
	□Other:	□Other:							
					l				

**PART VI. Declaration:** 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 personal knowledge and belief. I also understand that if I discover that any information provided by me is not true or is incomplete, I will correct the registration form that I have submitted to the City. I also understand that if I have provided any information that has been falsified, I am in violation of the Municipal Code and will be subject to an administrative fine or enforcement action.







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## AMENDMENTS TO THE RENTAL UNIT REGISTRATION

#### INSTRUCTIONS FOR COMPLETING THIS FORM

**PART I. PROPERTY INFORMATION:** Provide the site address information on your property and the unit that is being re-registered.

**PART II. CHANGE IN OWNERSHIP:** Provide owner(s) names and all applicable information concerning the mailing address, and daytime telephone number and email address to contact the new property owner. Identify owner type: Individual, Trust, LLC, Corporation, and Partnership.

**PART III. CHANGE IN CONTACT INFORMATION FOR OWNER OR MANAGER:** Provide applicable information concerning the change in mailing address, and daytime telephone number, and email to contact the landlord and/or property manager.

**PART IV. CHANGE IN PROPERTY MANAGER:** Provide all applicable contact information including the mailing address, and daytime telephone number and email address for the new property manager.

**PART V. RE-REGISTRATION OF A VACANT UNIT FOLLOWING RE-RENTAL TO A NEW TENANT OR CHANGE IN EXEMPT STATUS:** Provide the applicable information concerning the new tenancy, including the unit number; the date the new tenant moved in; whether utilities are provided by the landlord as part of the base rent, and if so, which utilities are provided; the base monthly rent for the new tenant; whether parking is provided as housing service that is part of the rent for the unit; the current status of the new occupant (tenant, owner, building manager); whether the new tenant occupies the unit pursuant to a Section 8 voucher; whether the tenancy is subject to a contract with a governmental entity or a non-profit entity that governs the tenancy; whether the landlord provided a copy of the Tenant Landlord Rights and Responsibilities Handbook to the new tenant and, if so, if the landlord has a copy of the Handbook on file that displays the tenant's original signature acknowledging receipt of the Handbook; the date when unit was last vacated; whether the unit was voluntarily vacated by the prior tenant, or, if not, the reason for the termination of the prior tenancy.

**PART V. Declaration:** A signature is required on each Rental Unit Re-registration form that is submitted; forms must be dated and signed under penalty of perjury by the landlord or property manager.

The Amendments to the Rental Unit Registration form must be submitted to the City within thirty (30) days of a change in any of the information required by Municipal Code Sections 4-5-801 or 4-6-10. The City's mailing address is:

City of Beverly Hills - Rent Stabilization Program

455 North Rexford Drive Beverly Hills, CA 90210

If you have any questions regarding Amendments to the Rental Unit Registration form or other questions about the Rent Stabilization Ordinance, please contact us at:

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

BHrent