

Beverly Hills Rent Registry

Registration Guide

The screenshot shows the login and registration interface for the Beverly Hills Rent Registry. On the left, there is a dark sidebar with a 'Rent' logo and an 'Important Notice' section. The main content area is white and divided into two columns. The left column contains a 'Login' form with fields for 'User Name' (containing 'owner01@gmail.com') and 'Password' (masked with dots). Below the password field are radio buttons for 'Login as Citizen' (selected) and 'Login as Staff'. There is a 'Forgot Password?' link and a blue 'LOGIN' button. Below the login button is a link for users who don't have an account. The right column is titled 'Welcome to the Online Registration System' and contains information about the City of Beverly Hills Rent Stabilization Program, a list of three steps (Register Rental Properties, Manage Multiple Properties, Review Registration Status), a section for existing users, and a section for APN (Assessor's Parcel Number) with a link to find the BHrent PIN.

Important Notice

Returning housing providers: If you login with your email username and password from the last registration period, the properties you registered will be displayed. Please review and update as needed for the current registration period.

New housing providers: You must first create a user ID and password by going to beverlyhills.org. Once your account is created, login, and add properties to your profile. For owners who have never provided information to Beverly Hills, you must provide all new required information in order to register. For housing providers who submitted Property Ownership Amendment since the last registration, you will be asked to confirm the information you provided on the physical form you filled out.

Tenants: Tenants may submit appeals to dispute the rent amount registered by their landlord. If you would like to submit an appeal, you must first create a user ID and password by going to beverlyhills.org. To login to the Registry, use the APN and tenant PIN identified on your Notice. To submit an appeal, go to

Login

User Name *
owner01@gmail.com

Password *

☒ Login as Citizen ☐ Login as Staff

[Forgot Password?](#) [LOGIN](#)

[Don't have an account?](#)
[Click here to visit \[BeverlyHills.org\]\(http://BeverlyHills.org\) and create your account.](#)

Welcome to the Online Registration System

The City of Beverly Hills Rent Stabilization Program requires housing providers to register rental units subject to the Rent Stabilization Ordinance (RSO). Housing providers can:

1. Register Rental Properties
2. Manage Multiple Properties
3. Review Registration Status

Already have an account?

Users with existing Beverly Hills Water Tracker or Beverly Hills e-Notice (Website) accounts can use their existing User I.D. and password to register units.

APN

Housing provider received a Notice Requiring Registration of Rental Units (Notice) which included a PIN and Assessor Parcel Number (APN) / Assessor Identification Number (AIN) located at the top right of the Notice.

[How to find BHrent PIN?](#)

Version 1.0

January 2, 2019

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Returning Owners Registration

1. Visit the Beverly Hills Registration and Property Management website at <https://bhrent.beverlyhills.org>.
2. Login using your username and password from 2017 registration.
 - Select "Login as Citizen".
 - Your user name is an email address. If you forgot your password, click on "Forgot Password?" You will be redirected to beverlyhills.org to reset your password. Once you have completed that process, return to login with your new password.

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Tenants: Tenants may submit appeals to dispute the rent amount registered by their landlord. If you would like to submit an appeal, you must first create a user ID and password by going to [beverlyhills.org](https://bhrent.beverlyhills.org). To login to the Registry, use the APN and tenant PIN identified on your Notice. To submit an appeal, go to

Login

User Name *

Password *

☒ Login as Citizen ☐ Login as Staff

[Forgot Password?](#)

[Don't have an account?](#)
Click here to visit BeverlyHills.org and create your account.

LOGIN

Welcome to the Online Registration System

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2. Manage Multiple Properties
3. Review Registration Status

Already have an account?

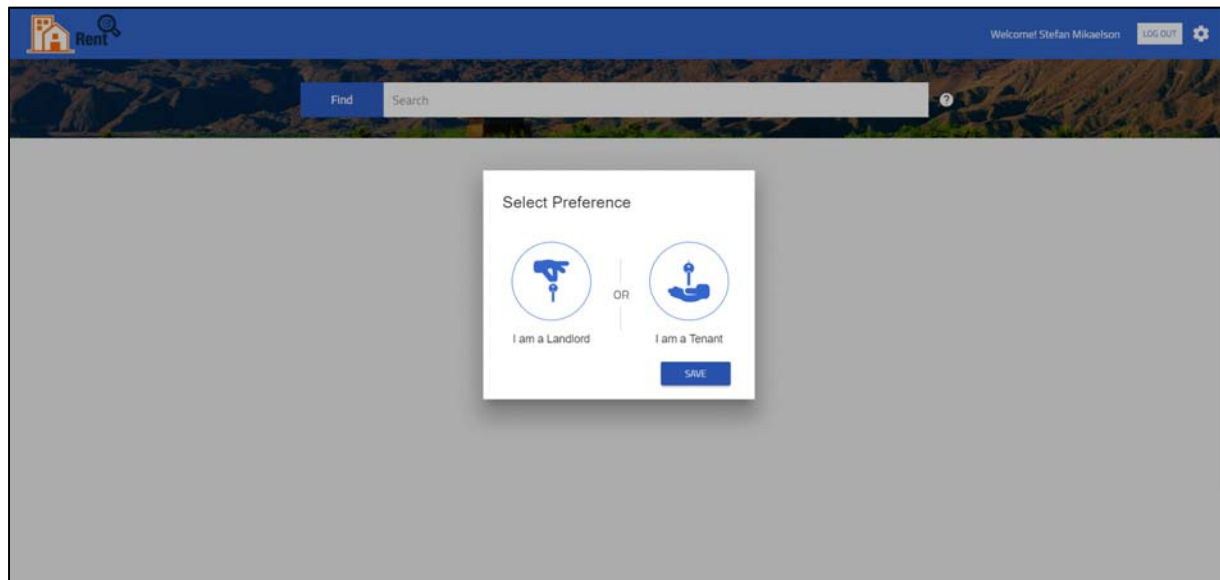
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APN

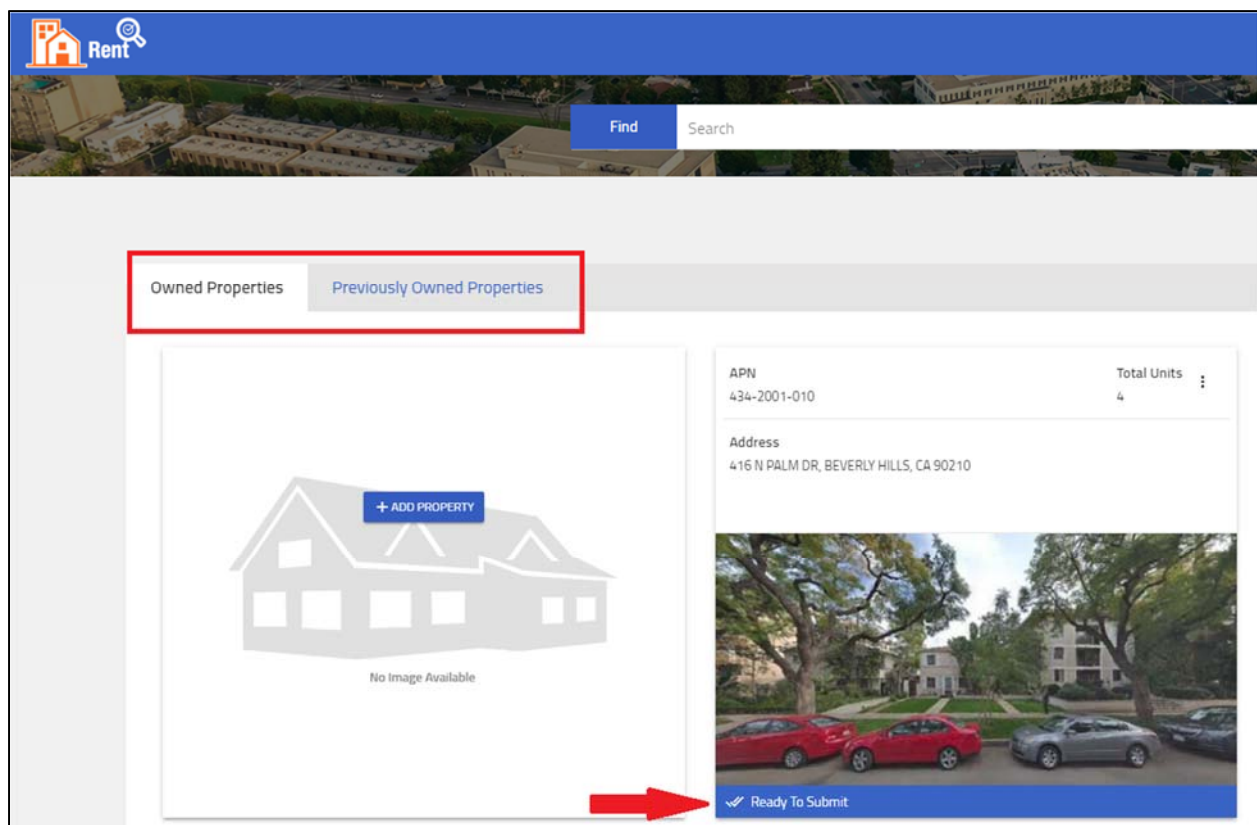
Housing provider received a Notice Requiring Registration of Rental Units (Notice) which included a PIN and Assessor Parcel Number (APN) / Assessor Identification Number (AIN) located at the top right of the Notice.

[How to find BHrent PIN?](#)

3. If prompted, select the “Landlord” profile. You cannot register through the tenant profile. (You might not be prompted. You might be taken directly to the landlord home screen.)



- You will be taken to the landlord home screen.

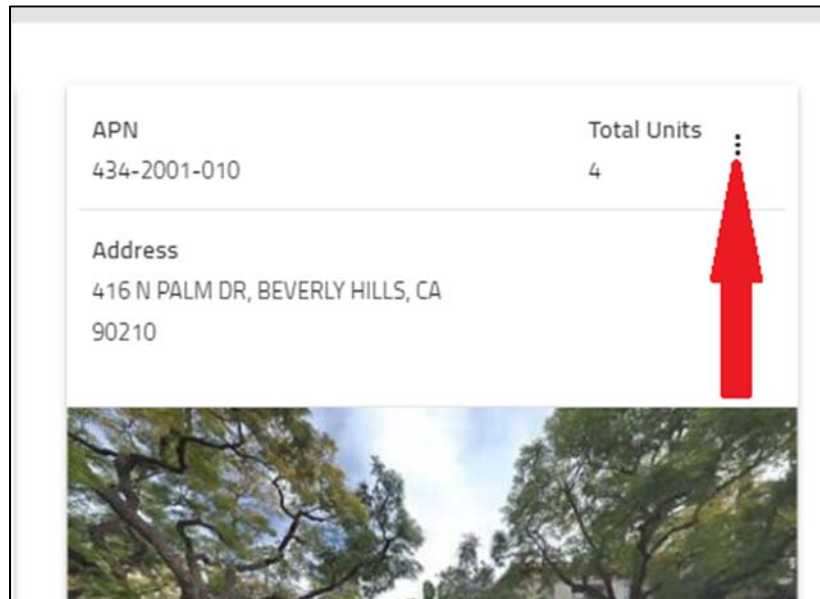


- The home screen features two tabs: “Owned Properties” and “Previously Owned Properties”. “Owned Properties” shows properties added to your profile during the previous registration or

through a “New Ownership” amendment. “Previously Owned Properties” shows properties previously associated with your profile. You don’t have access to current data on properties you no longer own. Past owners of your property will have no access to the properties you currently own.

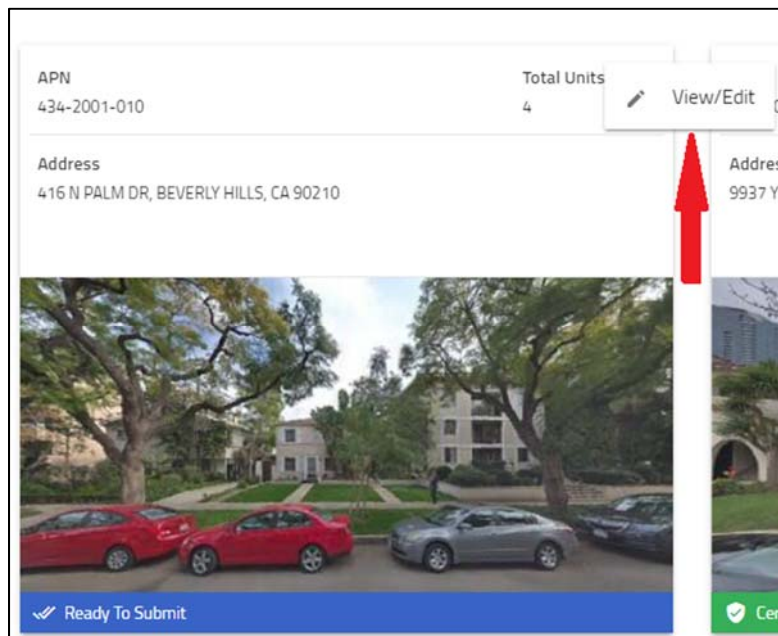
- Properties should show a status of “Ready to Submit”. *If the status is not “Ready to Submit” please contact Beverly Hills Rent Stabilization staff.*

4. To select the property you would like to re-register, click the three dots.



- A “View/Edit” dropdown should appear.

5. Select “View/Edit”.



- You will be taken to the “Addresses” tab of the property information page.

Overview Addresses **Contact Details**

Site Addresses

416 N PALM DR, BEVERLY HILLS, CA 90210

Google © Google, Inc.

Total Units: 4 Alias: Owner: Manager:

Ready To Submit

6. Check and review property information:

- “Contact Details”
- Individual unit information

7. Click “Contact Details” to update Manager, Owner, or Other contact information.

APN : 4342001010 | Address : 416 N PALM DR, BEVERLY HILLS, CA 90210

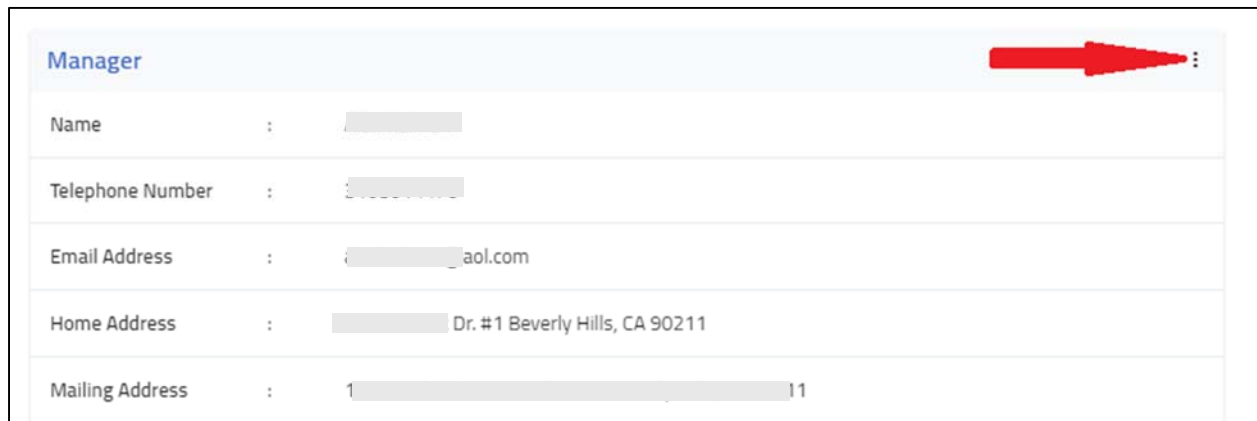
Overview Addresses **Contact Details**

Site Addresses

416 N PALM DR, BEVERLY HILLS, CA 90210

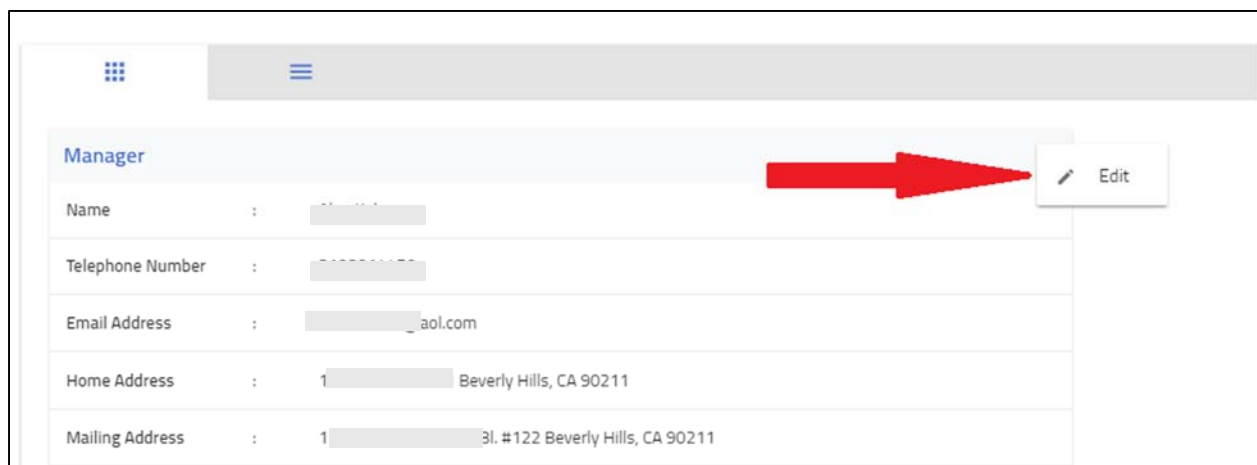
8. Carefully review and update where needed.

- Click the three dots where you need to update information.



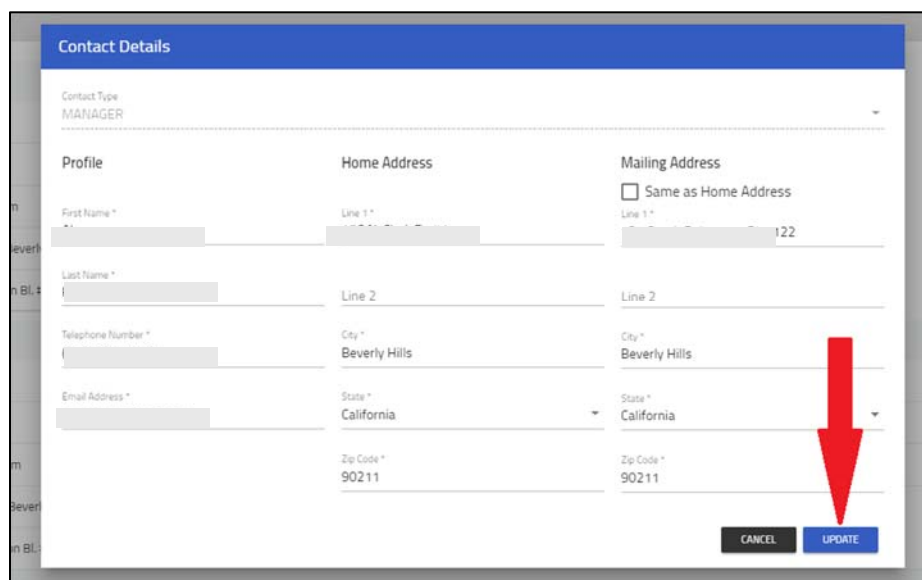
A screenshot of a 'Manager' contact form. The form has a light blue header with the title 'Manager' and a three-dot menu icon on the right. A red arrow points to this icon. Below the header, there are five rows of form fields: 'Name', 'Telephone Number', 'Email Address', 'Home Address', and 'Mailing Address'. Each row has a label, a colon, and a text input field. The 'Email Address' field contains 'aol.com'. The 'Home Address' field contains 'Dr. #1 Beverly Hills, CA 90211'. The 'Mailing Address' field contains '1' followed by a space and '11'.

- Click Edit to edit information.



A screenshot of the 'Manager' contact form, similar to the previous one, but with an 'Edit' button (pencil icon) visible on the right side. A red arrow points to this button. The form fields are the same as in the previous screenshot.

- Update information. Click “Update” to save.



A screenshot of a 'Contact Details' form. The form has a blue header with the title 'Contact Details'. Below the header, there is a 'Contact Type' dropdown menu set to 'MANAGER'. The form is divided into three columns: 'Profile', 'Home Address', and 'Mailing Address'. Each column has several fields: 'First Name', 'Last Name', 'Telephone Number', 'Email Address', 'Line 1', 'Line 2', 'City', 'State', and 'Zip Code'. The 'Mailing Address' column has a checkbox labeled 'Same as Home Address'. A red arrow points to the 'UPDATE' button at the bottom right of the form. There is also a 'CANCEL' button next to it.

- When you've updated all information. Return to "Addresses".

APN : 4342001010 | Address : 416 N PALM DR, BEVERLY HILLS, CA 90210

Overview **Addresses**

Manager

Name : [REDACTED]

Telephone Number : [REDACTED]

Email Address : [REDACTED]

Home Address : [REDACTED] Beverly Hills, CA 90211

9. On the "Addresses" tab. Review information for each unit. Click on the three dots to update. Select "Edit".

Ready To Submit

416 N PALM DR, BEVERLY HILLS, CA 90210

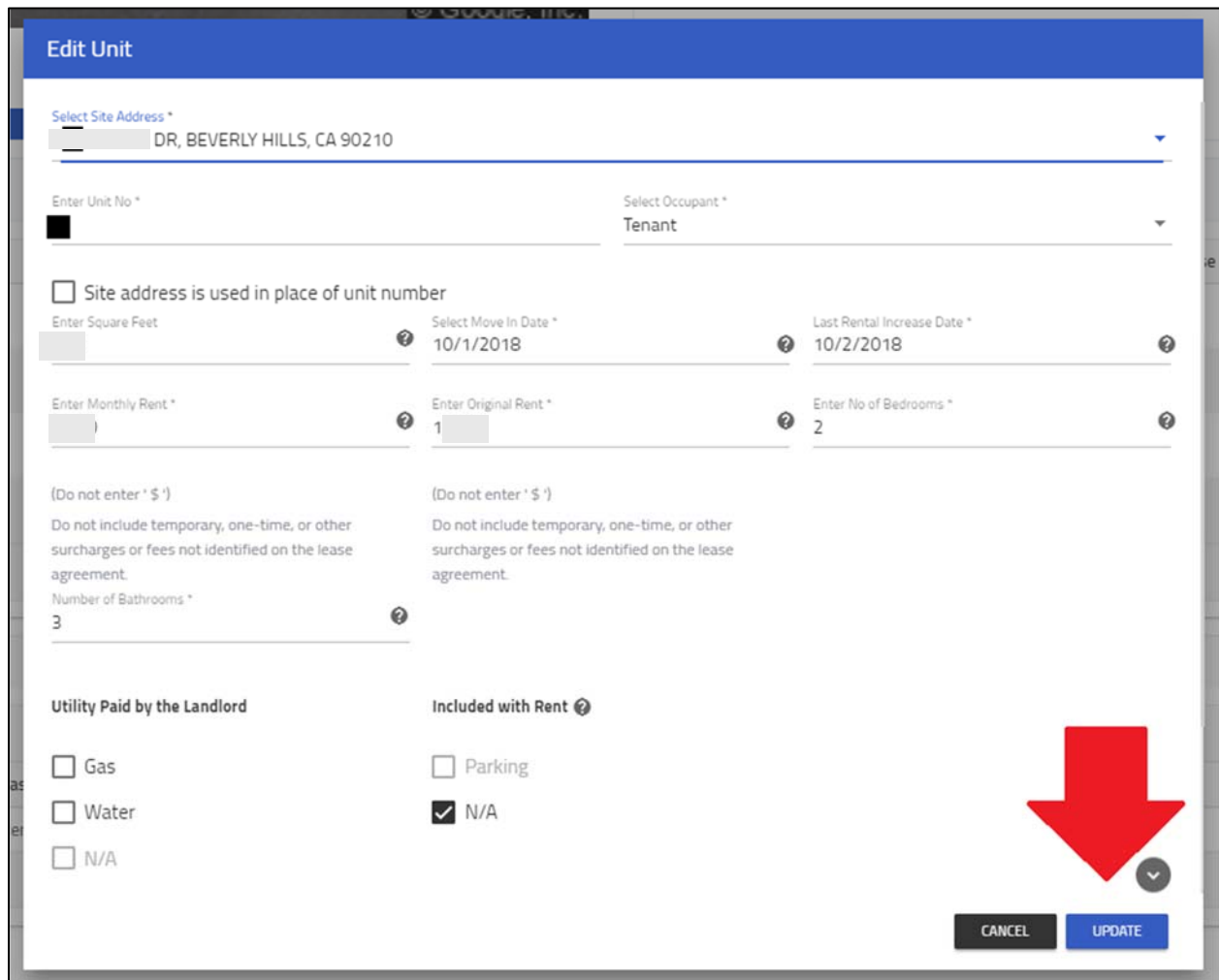
Unit	Status	Sq. Ft.	Bedrooms	Bathrooms	Chapter 5/6	Monthly Rent	Move-in Date	Last Rental Increase	Occupied By	Actions
A	Not Certified	[REDACTED]	2	[REDACTED]	Chapter 6	[REDACTED]	10/01/18	10/02/18	Tenant	⋮
B	Not Certified	[REDACTED]	2	[REDACTED]	Chapter 6	[REDACTED]	07/01/15	07/01/18	Tenant	⋮
C	Not Certified	[REDACTED]	2	[REDACTED]	Chapter 6	[REDACTED]	08/30/97	07/31/17	Tenant	⋮
D	Not Certified	[REDACTED]	2	[REDACTED]	Chapter 6	[REDACTED]	04/30/98	07/31/17	Tenant	⋮

+ ADD UNIT

Last Rental Increase	Occupied By	Actions
10/02/18		<div> <p>Edit</p> <p>Apply for Exemption</p> <p>Delete</p> </div>
07/01/18		
07/31/17		
07/31/17	Tenant	⋮

10. Update every unit, as needed.

- Scroll down and make sure you've filled in all fields. Click "Update" to submit new information or to confirm existing information.



The screenshot shows a web form titled "Edit Unit". The form contains several input fields and checkboxes. A large red arrow points from the top right towards the "UPDATE" button at the bottom right. The form fields are as follows:

- Select Site Address ***: A dropdown menu showing "DR, BEVERLY HILLS, CA 90210".
- Enter Unit No ***: A text input field with a black square icon.
- Select Occupant ***: A dropdown menu showing "Tenant".
- ☐ **Site address is used in place of unit number**
- Enter Square Feet**: A text input field.
- Select Move In Date ***: A date input field showing "10/1/2018".
- Last Rental Increase Date ***: A date input field showing "10/2/2018".
- Enter Monthly Rent ***: A text input field.
- Enter Original Rent ***: A text input field showing "1".
- Enter No of Bedrooms ***: A text input field showing "2".
- (Do not enter '\$')**: A note above the "Number of Bathrooms" field.
- Do not include temporary, one-time, or other surcharges or fees not identified on the lease agreement.**: A note above the "Number of Bathrooms" field.
- Number of Bathrooms ***: A text input field showing "3".
- Utility Paid by the Landlord**: A section with three checkboxes: "Gas", "Water", and "N/A".
- Included with Rent**: A section with two checkboxes: "Parking" and "N/A" (which is checked).
- CANCEL** and **UPDATE** buttons at the bottom right.

- You will return to the main page.

11. Once you have updated contact and unit information, scroll down. Click “Review and Submit”.

1 - 4 of 4 items

Case History

Search

Case ID	Case Type	Created on Entity	Created Date	Last Modified	Status
RR2018-42062	Rent Registry	APN: 4342001010	11/01/2018	12/24/2018	Application Not Submitted

1 - 1 of 1 items

REVIEW AND SUBMIT

12. Review contact AND unit information on the next page. It is essential information is accurate. If you’ve made a mistake, click “Back” and reenter information.

Review and Submit

← Back

APN Information

APN: [REDACTED]
 Address: [REDACTED]
 Total Units: 4
 Alias: [REDACTED]

Manager

Name: [REDACTED]
 Home Address: [REDACTED]
 Mailing Address: [REDACTED] 9211
 Telephone Number: [REDACTED]
 Email Address: [REDACTED]

Site Addresses

416 N PALM DR, BEVERLY HILLS, CA 90210

Owner

Name: [REDACTED]
 Home Address: [REDACTED]
 Mailing Address: [REDACTED] 9211
 Telephone Number: [REDACTED]
 Email Address: [REDACTED]

13. If information is accurate, scroll down. Click “Submit”.

416 N PALM DR, BEVERLY HILLS, CA 90210

Unit	Status	Sq. Ft.	Bedrooms	Bathrooms	Chapter 5/6	Monthly Rent	Move-in Date	Last Rental Increase	Occupied By
A	Not Certified	[REDACTED]	2	[REDACTED]	Chapter 6	[REDACTED]			Tenant
B	Not Certified	[REDACTED]	2	[REDACTED]	Chapter 6	[REDACTED]			Tenant
C	Not Certified	[REDACTED]	2	[REDACTED]	Chapter 6	[REDACTED]			Tenant
D	Not Certified	[REDACTED]	2	[REDACTED]	Chapter 6	[REDACTED]			Tenant

Case History

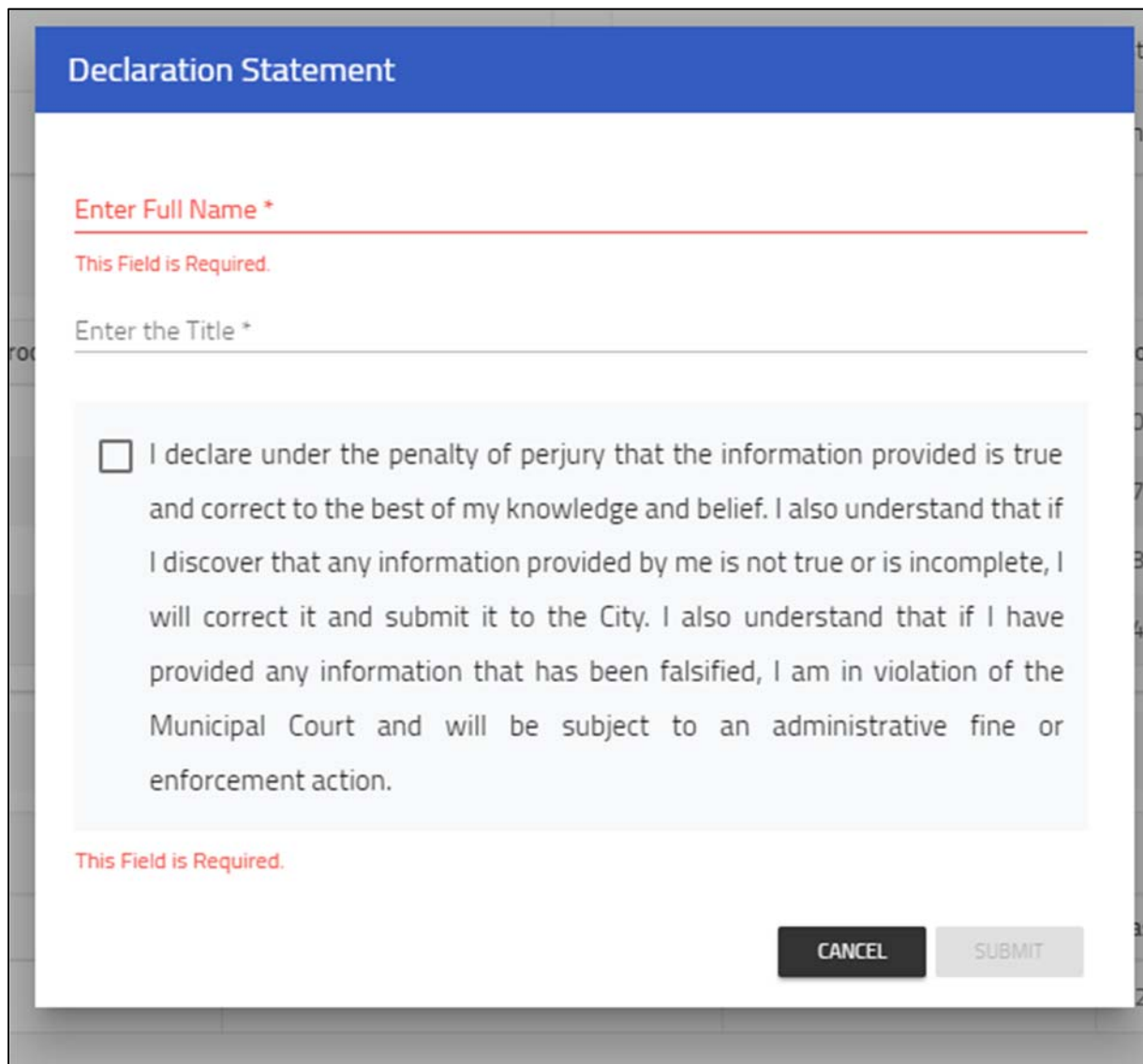
Search

Case ID	Case Type	Created on Entity	Created Date	Last Modified	Status
RR2018-42062	Rent Registry	APN: 4342001010	11/01/2018	12/24/2018	Application Not Submitted

1 - 1 of 1 items

SUBMIT

14. Certify under Penalty of Perjury that the information you entered is true and correct to the best of your knowledge.



The image shows a web form titled "Declaration Statement" with a blue header. Below the header, there are two text input fields. The first field is labeled "Enter Full Name *" in red text, and the second field is labeled "Enter the Title *" in gray text. Both fields have a red error message "This Field is Required." below them. Below the input fields, there is a light blue box containing a declaration statement. The statement starts with an unchecked checkbox followed by the text: "I declare under the penalty of perjury that the information provided is true and correct to the best of my 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 it and submit it to the City. I also understand that if I have provided any information that has been falsified, I am in violation of the Municipal Court and will be subject to an administrative fine or enforcement action." Below this box, there is a red error message "This Field is Required." At the bottom right of the form, there are two buttons: "CANCEL" and "SUBMIT".

- When you submit the update, you will return to the "Addresses" tab. The property status has changed to "Submitted".



The image shows a table with five columns: "Total Units", "Alias", "Owner", "Manager", and "Submitted". The "Total Units" column has the value "4". The "Alias" column has a hyphen "-" and a pencil icon. The "Owner" and "Manager" columns are empty. The "Submitted" column has a blue bar with a white checkmark icon and the word "Submitted". The entire table is highlighted with a red border.

Total Units	Alias 	Owner	Manager	Submitted
4	-			 Submitted

- Beverly Hills Staff will be notified when you submit the re-registration. Staff will either approve the registration or contact you with required updates.


- If staff approves the re-registration you will be notified by mail and the status will updated to “Registered”.

APN : 4342001010 | Address : 416 N PALM DR, BEVERLY HILLS, CA 90210

Overview

Addresses

Contact Details



Google © Google, Inc.

Total Units	Alias	Owner	Manager	Submitted	Registered
4	-				

Registered

New Owners

1. Click link below “Don’t have an account?”

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Login

User Name *
steven.guerry@gmail.com

Password *

☒ Login as Citizen ☐ Login as Staff

[Forgot Password?](#) [LOGIN](#)

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APN

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[How to find BHrent PIN?](#)

- You will be redirected to beverlyhills.org.

2. Select an email address for your account. *All notifications will be sent to this address. You can only login into the Registry with this address. You cannot save multiple email addresses to one account. Therefore, if you need several people to have access to the rent registry, choose the appropriate email address.*

REGISTER

EMAIL * This will be your login id.

[Submit](#)

Welcome to my.beverlyhills.org account management system.


A my.beverlyhills.org account is a free service provided for authentication and access to online services available on the city's website.

To register for an account, please enter your email address in the field provided at the right.

Once you have registered, you will receive an email with your login information.

[Click here to view our privacy policy.](#)

2. Confirm your address and choose a password.



CITY OF BEVERLY HILLS

455 NORTH REXFORD DRIVE, BEVERLY HILLS, CA 90210

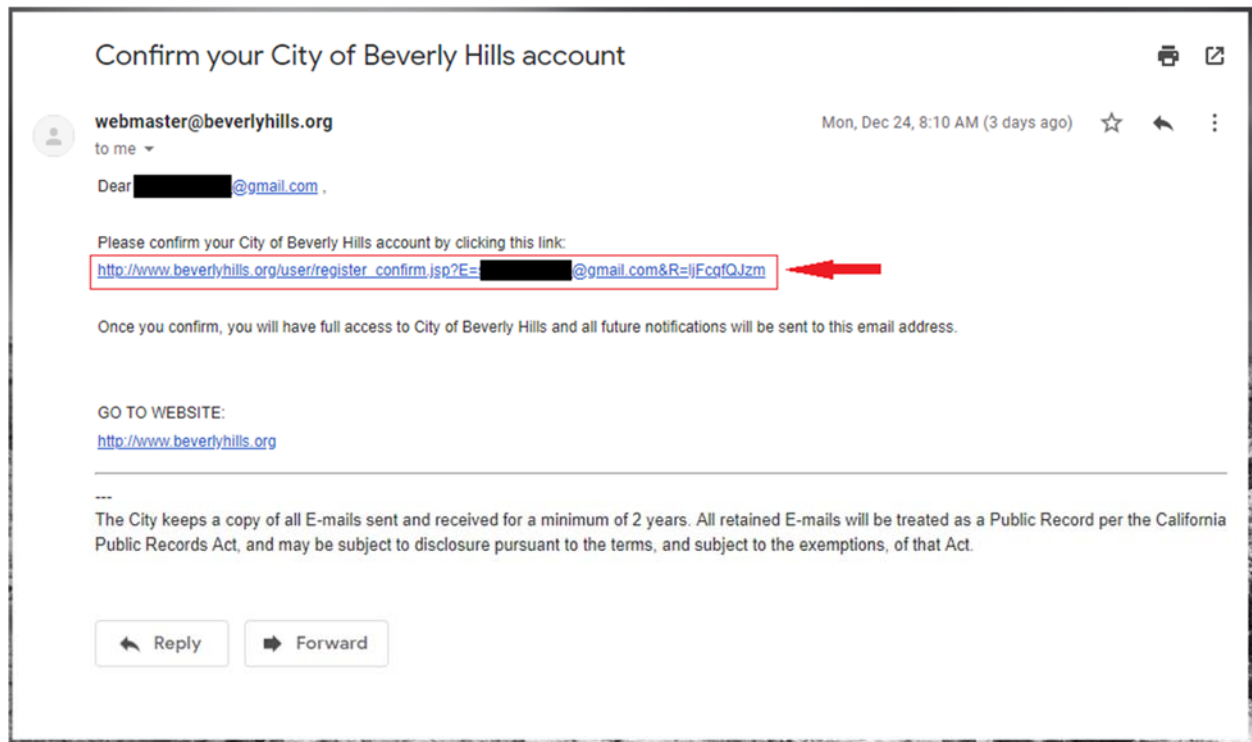
CONFIRM

CONFIRM
Please confirm by entering a password for your account.

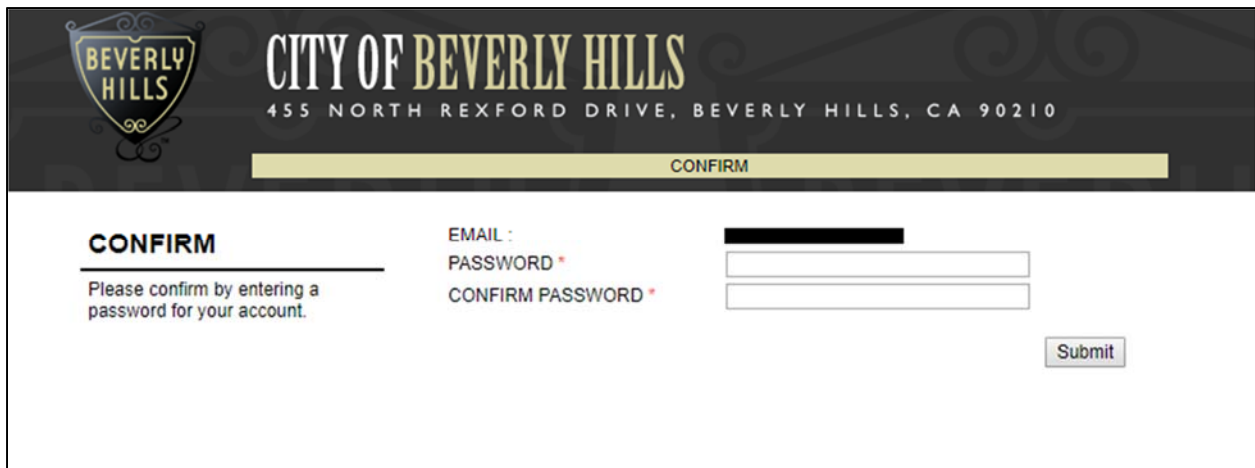
EMAIL :
PASSWORD *
CONFIRM PASSWORD *

Submit

3. Check your email. Click the link to login.

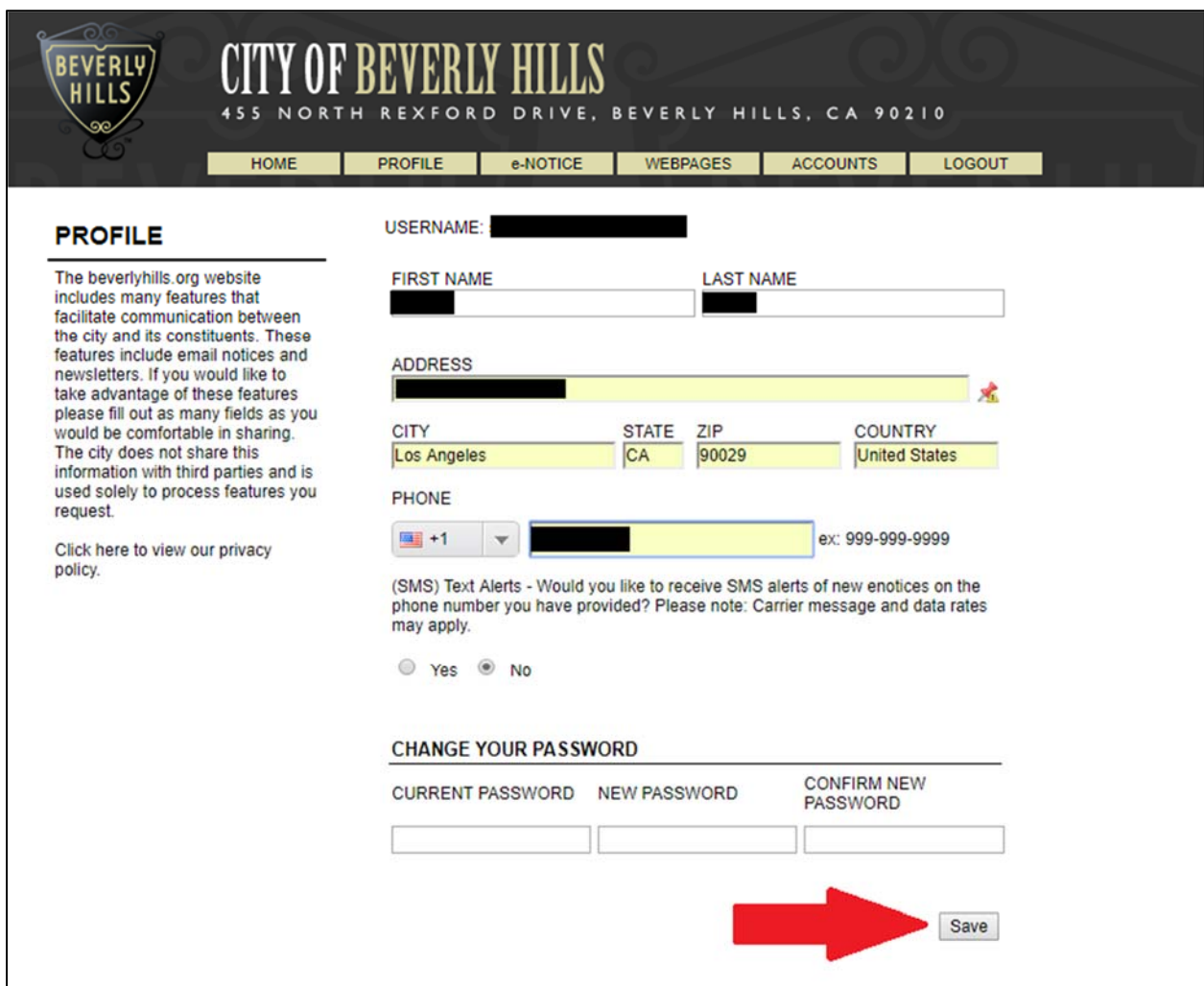


4. Set your password. This will be the same password you use on the rent registry site.



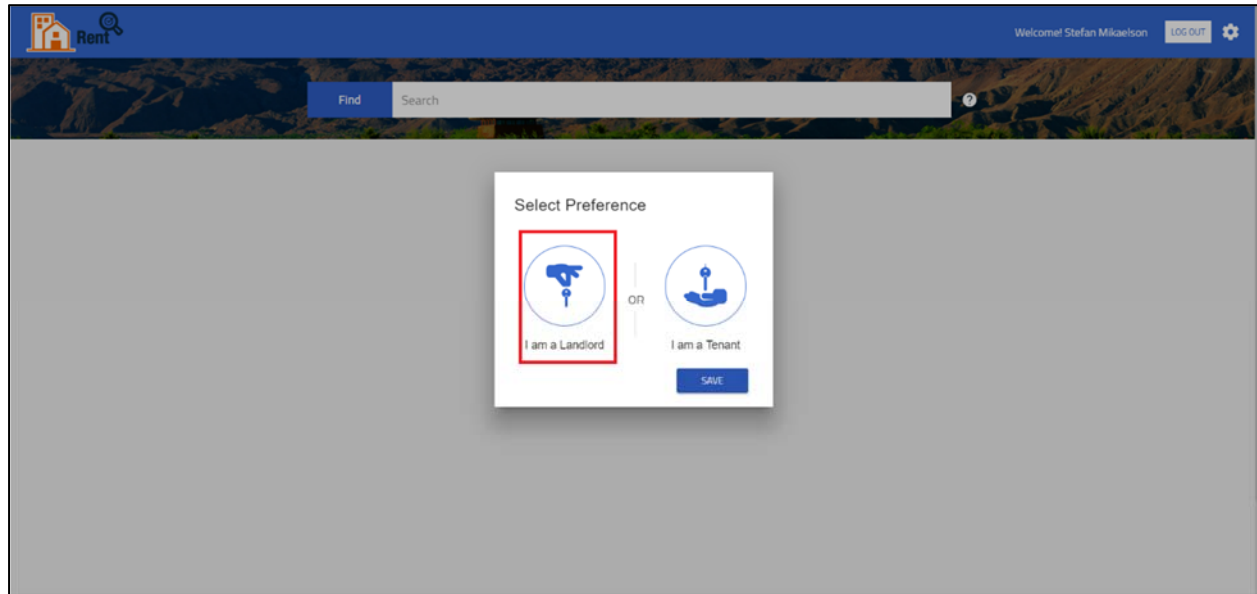
The screenshot shows the 'CITY OF BEVERLY HILLS' header with the address '455 NORTH REXFORD DRIVE, BEVERLY HILLS, CA 90210'. Below the header is a yellow bar with the word 'CONFIRM'. The main content area has a 'CONFIRM' section on the left with the text 'Please confirm by entering a password for your account.' To the right of this are three input fields: 'EMAIL:' (with a blacked-out value), 'PASSWORD *', and 'CONFIRM PASSWORD *'. A 'Submit' button is located at the bottom right of the form.

5. Complete your Beverly Hills profile. Click "Save". (You do not have to re-enter password.)

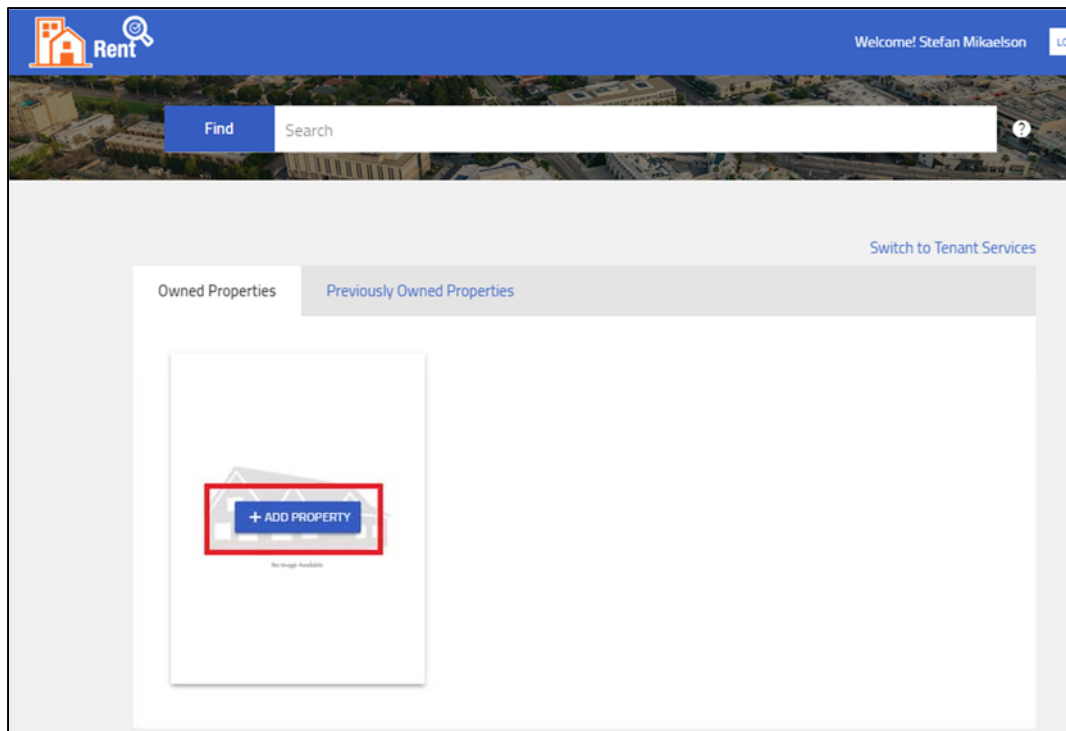


The screenshot shows the 'CITY OF BEVERLY HILLS' header with the address '455 NORTH REXFORD DRIVE, BEVERLY HILLS, CA 90210'. Below the header is a navigation bar with links: HOME, PROFILE, e-NOTICE, WEBPAGES, ACCOUNTS, and LOGOUT. The 'PROFILE' section is active. On the left, there is a paragraph about the website's features and a link to the privacy policy. The main profile form includes fields for 'USERNAME:' (blacked out), 'FIRST NAME' (blacked out), 'LAST NAME' (blacked out), 'ADDRESS' (blacked out), 'CITY' (Los Angeles), 'STATE' (CA), 'ZIP' (90029), and 'COUNTRY' (United States). There is also a 'PHONE' field with a dropdown for country code (+1) and a blacked-out number, followed by an example 'ex: 999-999-9999'. Below the phone field is a section for '(SMS) Text Alerts' with a question and two radio buttons for 'Yes' and 'No'. At the bottom, there is a 'CHANGE YOUR PASSWORD' section with three input fields: 'CURRENT PASSWORD', 'NEW PASSWORD', and 'CONFIRM NEW PASSWORD'. A large red arrow points to the 'Save' button at the bottom right.

6. Once you have completed your account creation with Beverly Hills, return to <https://bhrent.beverlyhills.org> to continue.
7. When you login for the first time, you will be asked to select either the Landlord or Tenant profile. Select “I am a Landlord” as your preference. If you are also a tenant, you login into the same place. This only happens the first time you login. At each subsequent login you will be taken immediately to the tenant or landlord dashboard, but you may switch between profiles.



8. You are taken to a home screen where you can add a property. To do so, click the blue button “+ ADD PROPERTY”.



9. The next screen asks you to enter the APN and Personal Identification Number (PIN) for the property you would like to add to your profile. Enter the APN and PIN.

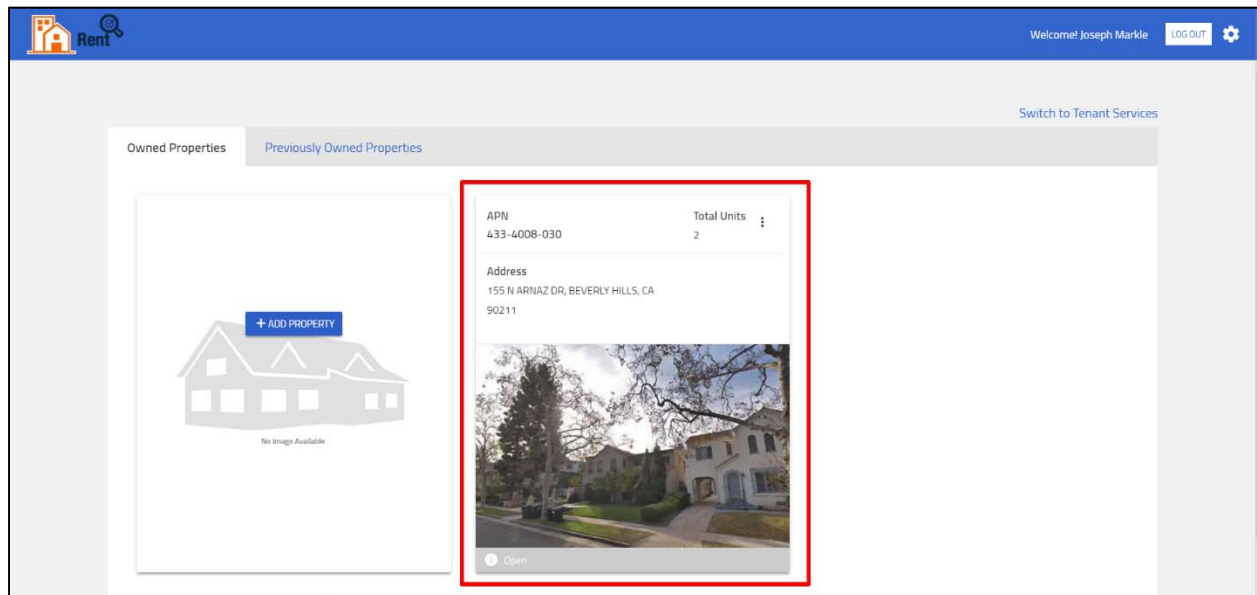
The screenshot shows the 'Add Property' form. On the left, under 'Find APN', there are two input fields: 'Enter APN *' with a red error message 'Please enter APN.' and a red triangle icon, and 'Enter PIN *' with a red error message 'Please enter PIN.' and a red triangle icon. Below these is an optional field 'Enter APN Alias (optional)'. A 'VERIFY' button is at the bottom right of the input section. On the right, the 'Help' section welcomes 'Stefan Mikaelson!' and lists instructions: enter APN and PIN to verify, see a 'Site Address' list, provide a 'Nickname', and add the property after providing information. It also includes a link 'Where to find APN and PIN' and a disclaimer: '* If you are adding a property, it will imply that you are agreeing to the terms and conditions. For more help, Click Here.' At the bottom right are 'CANCEL' and 'REGISTER' buttons.

- The Landlord PIN is located on your notice from the city. You may also call Beverly Hills Rent Stabilization at the bottom of this page to request it.
- You may give properties nicknames in "APN Alias" (optional).

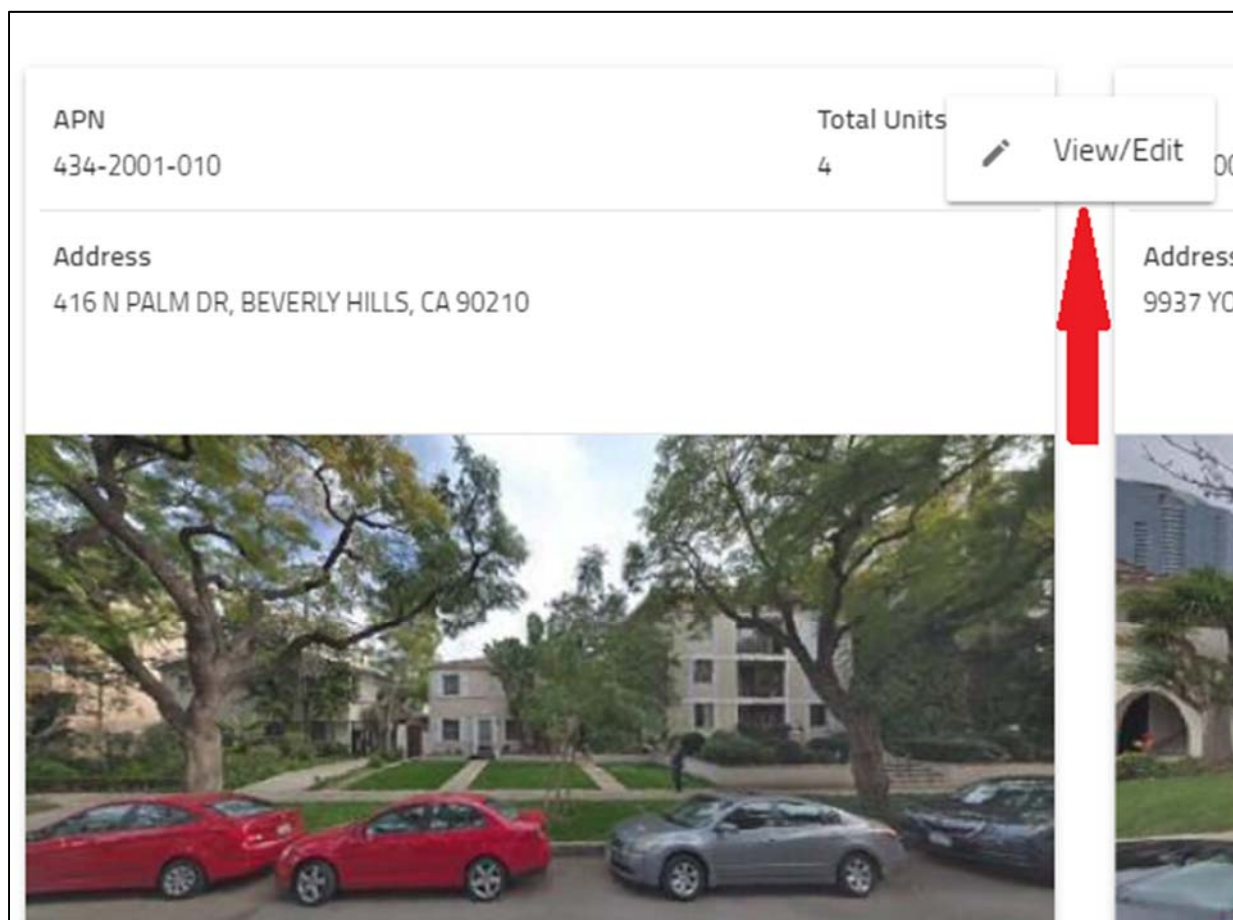
10. Click "Verify". If you entered a successful APN and PIN combination, an address will appear in the lower left hand corner. Click "Register".

The screenshot shows the 'Add Property' form after successful verification. The 'Find APN' section now shows 'Enter APN *' with the value '4330015043' and 'Enter PIN *' with a masked value '*****'. The 'VERIFY' button is now highlighted with a red box. Below the input fields, a 'Site Address List' is displayed with two entries: '478 S BEDFORD DR, BEVERLY HILLS, CA 90212' and '480 S BEDFORD DR, BEVERLY HILLS, CA 90212'. The 'REGISTER' button at the bottom right is also highlighted with a red box. The 'Help' section remains the same.

11. You will be taken back to the home screen, where you will see the property has been added to your landlord profile.



12. Click on the three dots to enter registration information for the property you just added.



13. The next property screen will indicate that you must enter contact and unit information.

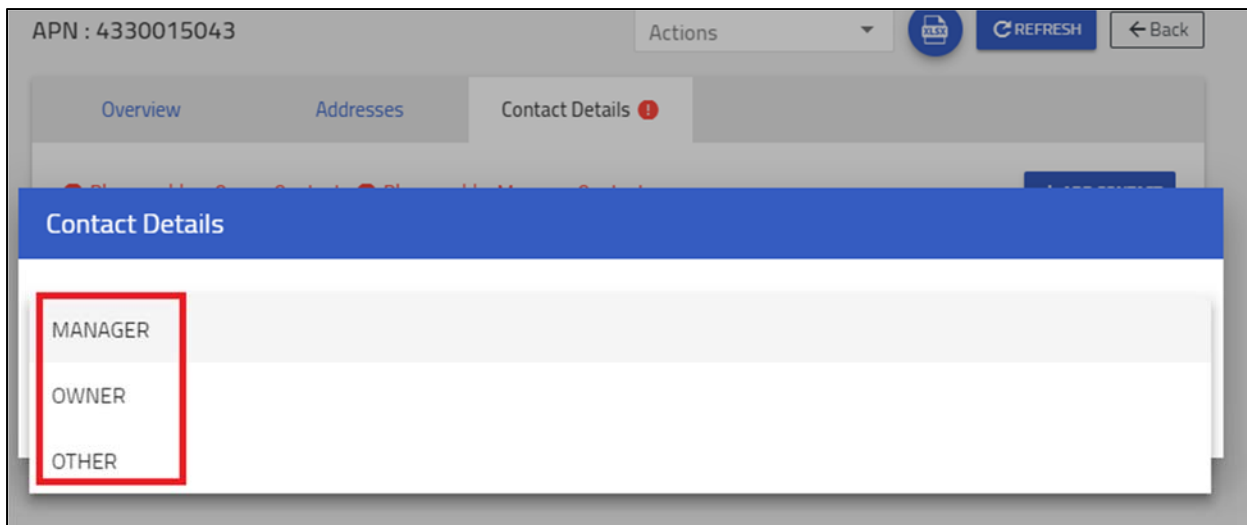
The screenshot shows the 'Contact' tab selected in a navigation bar. The main area features a Google Street View image of a building. Below the image, a red-bordered box contains the text 'Total Units 3' and two error messages: 'Unit Count does not match' and 'Please add an Owner Contact' and 'Please add a Manager Contact'. To the right, the 'Site Addresses' section shows the address '455 N, REXFORD, BEVERLY HILLS, CA 90210'.

14. Enter contact and unit information. It doesn't matter what order.

15. Click on "+Add Contact".

The screenshot shows the 'Contact Details' tab selected. The top navigation bar includes a 'Rent' logo and a 'Welcome! Stefan Mikaelson' message. Below the navigation bar, there is a search bar with 'Find' and 'Search' buttons. The main area displays the APN '4330015043' and an 'Actions' dropdown menu. A red arrow points to a blue button labeled '+ ADD CONTACT' in the bottom right corner of the contact details section.

16. Select type of contact: “Owner”, “Manager”, or “Other”. Owner and Manager are mandatory.



APN : 4330015043

Actions

REFRESH

Back

Overview

Addresses

Contact Details

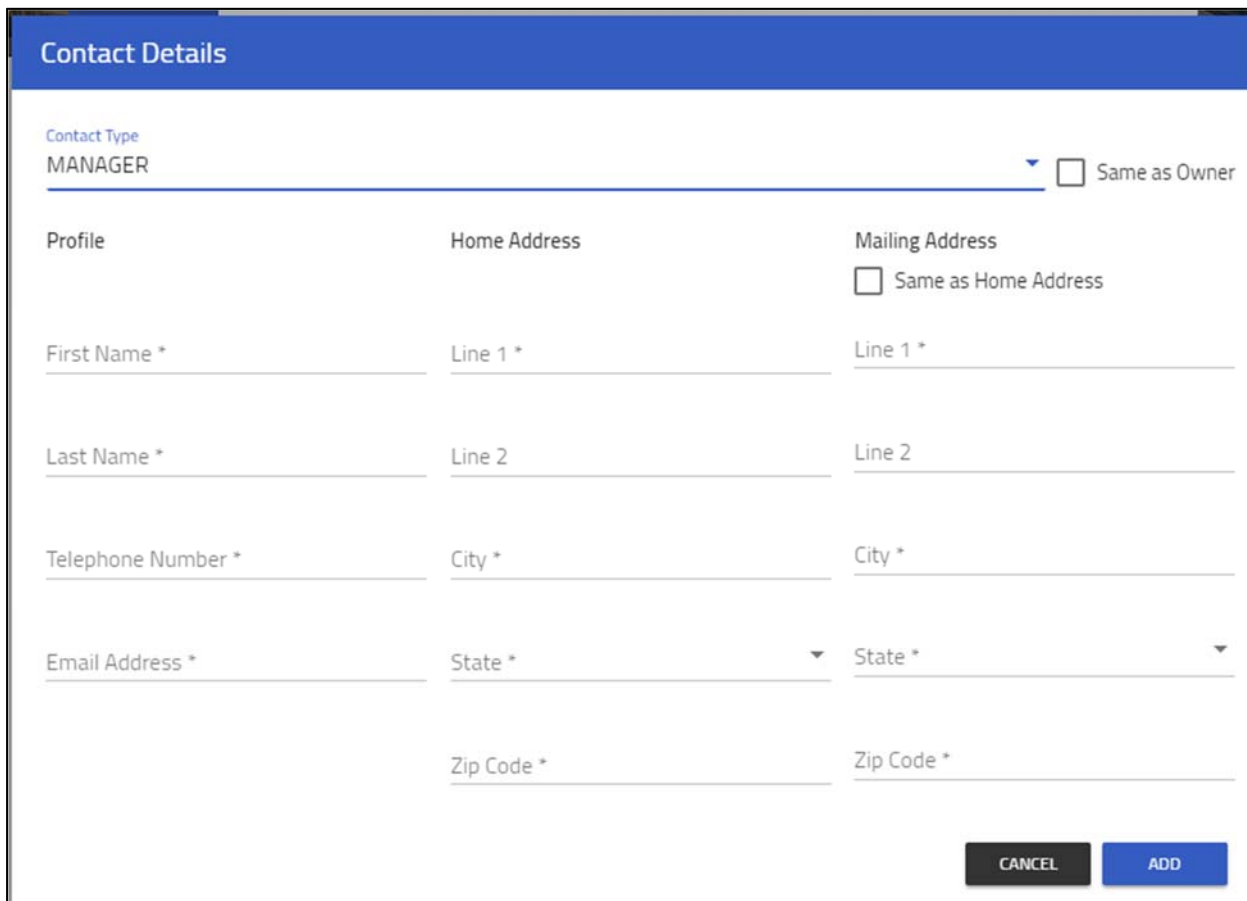
Contact Details

MANAGER

OWNER

OTHER

17. Enter contact information. Required information is denoted with an asterisk (“*”). You can begin with either owner or manager. When you finish, click “Add”.



Contact Details

Contact Type

MANAGER

Same as Owner

Profile

Home Address

Mailing Address

Same as Home Address

First Name *

Line 1 *

Line 1 *

Last Name *

Line 2

Line 2

Telephone Number *

City *

City *

Email Address *

State *

State *

Zip Code *

Zip Code *

CANCEL

ADD

18. When you complete contact information, you will return to the “Contact” tab. Click on the “Address” tab to fill in unit information.

APN : 4330015043

Actions

REFRESH

Back

Overview **Addresses** Contact Details

+ ADD CONTACT

Owner

Name	:	[REDACTED]	Business Name	:	Business Name	
Telephone Number	:	[REDACTED]	Owner Type	:	Trust	
Email Address	:	s [REDACTED] m	Title	:	Guerry	
Home Address	:	[REDACTED] N New Hampshire Ave Los Angeles, CA, CA 90027		License and Expiration Date	:	NBLN2018 - 12/26/2018
Mailing Address	:	1800 N New Hampshire Ave Los Angeles, CA, CA 90027				

19. To fill in unit information, click on “+Add Unit”.

Unit Count does not match

Open

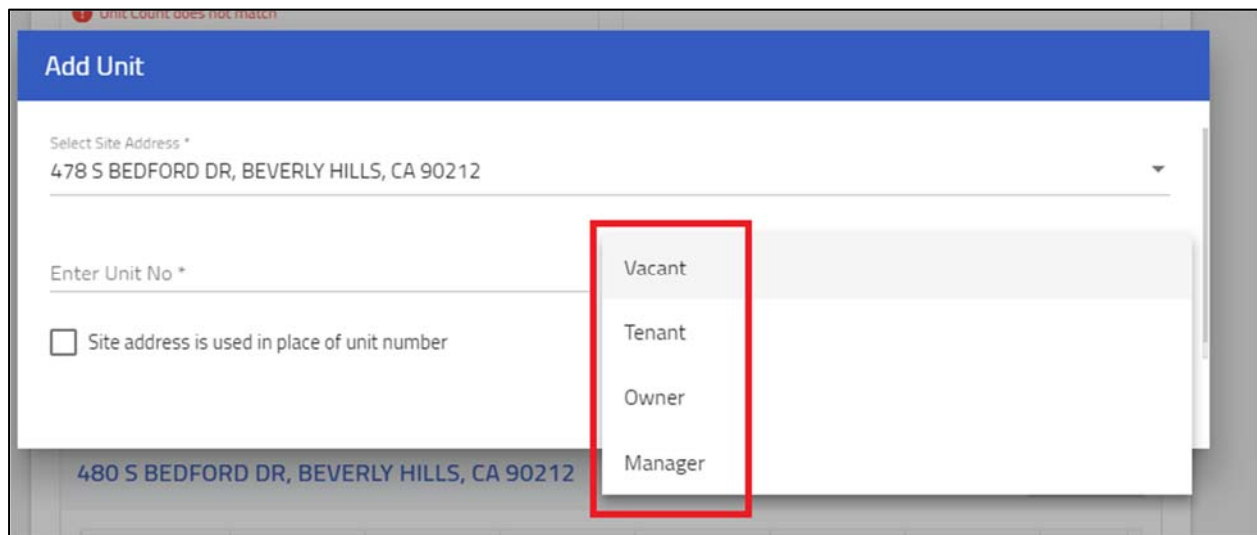
478 S BEDFORD DR, BEVERLY HILLS, CA 90212

+ ADD UNIT

Unit	Status	Sq. Ft.	Bedrooms	Bathrooms	Chapter 5/6	Monthly Rent	Move-In Date
No records available.							

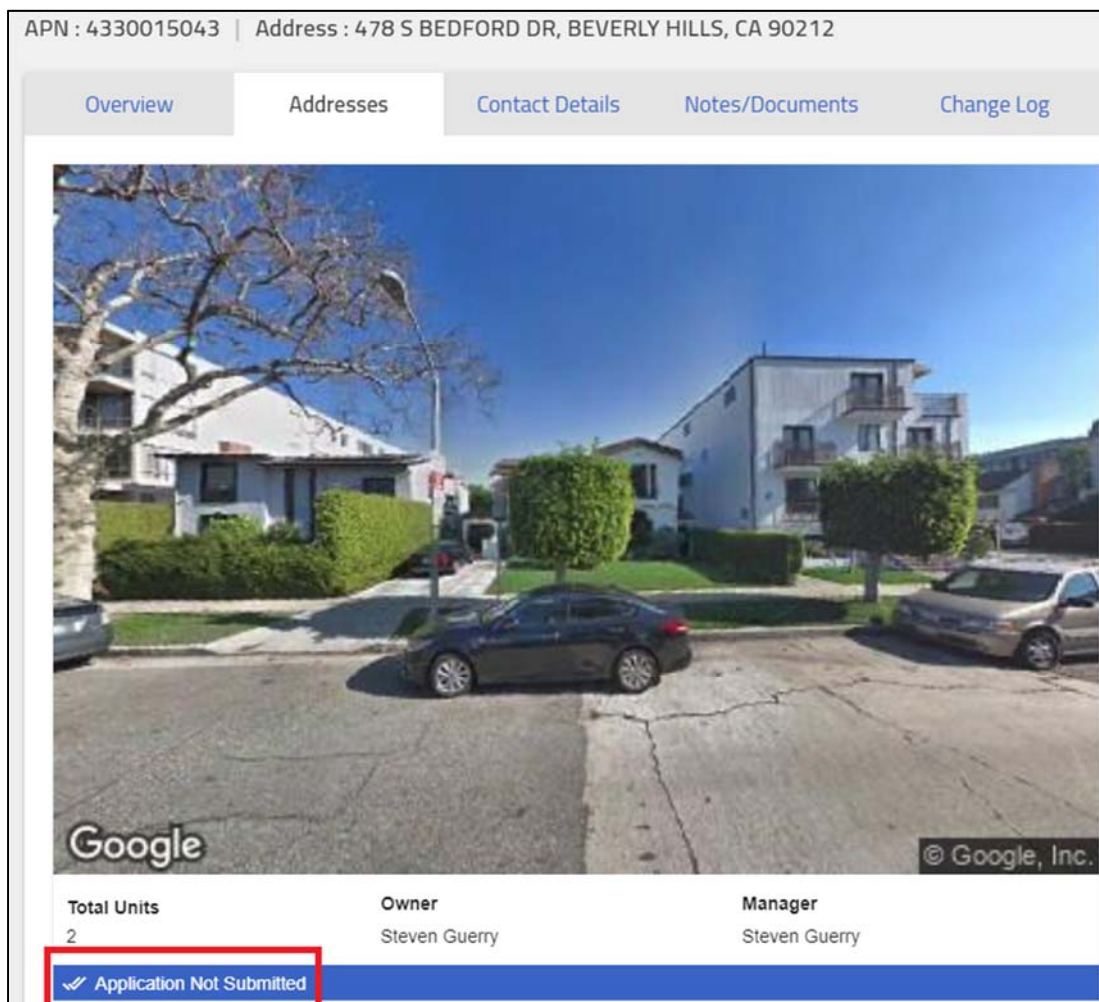
0 - 0 of 0 items

20. In the box that pops up, fill in tenant information. The information will vary depending on whether you choose “Tenant”, “Owner”, “Manager”, or “Vacant”.



The screenshot shows a web form titled "Add Unit". At the top, there is a red error message: "Unit Count does not match". Below the title, there is a field for "Select Site Address *" with the value "478 S BEDFORD DR, BEVERLY HILLS, CA 90212". Below that is a field for "Enter Unit No *". To the left of the dropdown menu is a checkbox labeled "Site address is used in place of unit number". The dropdown menu is open, showing four options: "Vacant", "Tenant", "Owner", and "Manager". The "Vacant" option is highlighted. At the bottom of the form, the address "480 S BEDFORD DR, BEVERLY HILLS, CA 90212" is displayed.

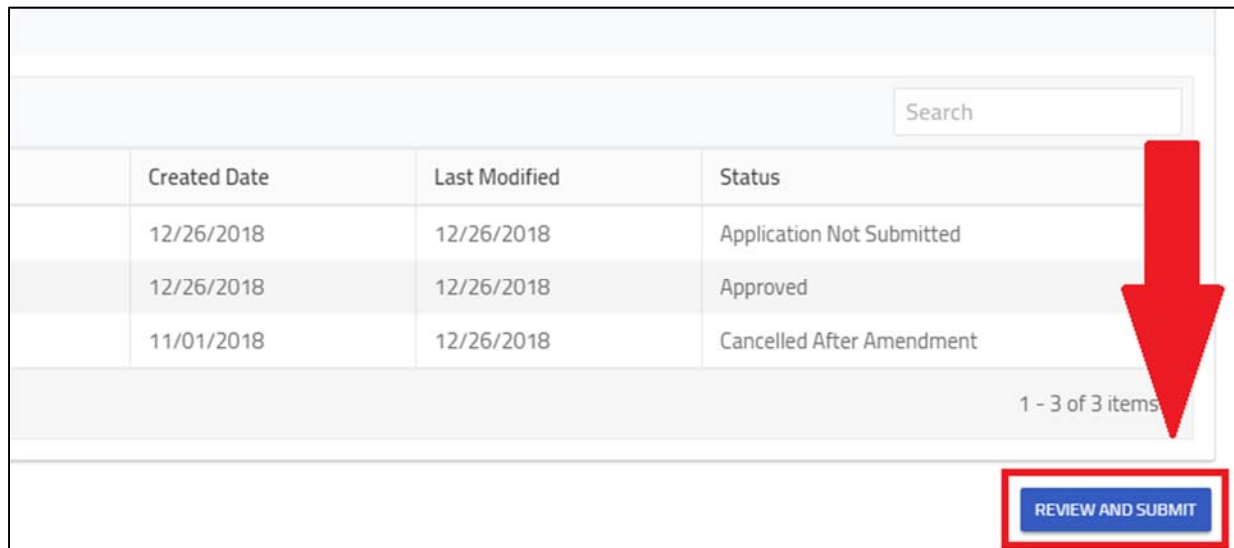
21. When you fill in the required contact information, the property status changes to ready to submit.



The screenshot shows a property details page. At the top, it displays "APN : 4330015043" and "Address : 478 S BEDFORD DR, BEVERLY HILLS, CA 90212". Below this are five tabs: "Overview", "Addresses", "Contact Details", "Notes/Documents", and "Change Log". The "Overview" tab is selected. Below the tabs is a Google Street View image of the property. Below the image is a table with three columns: "Total Units", "Owner", and "Manager". The "Total Units" column shows the value "2". The "Owner" column shows the name "Steven Guerry". The "Manager" column shows the name "Steven Guerry". At the bottom of the page, there is a blue bar with a white checkmark icon and the text "Application Not Submitted".

Total Units	Owner	Manager
2	Steven Guerry	Steven Guerry

22. If you are satisfied with the information you entered, scroll to the bottom of the page and click “Review and Submit”.



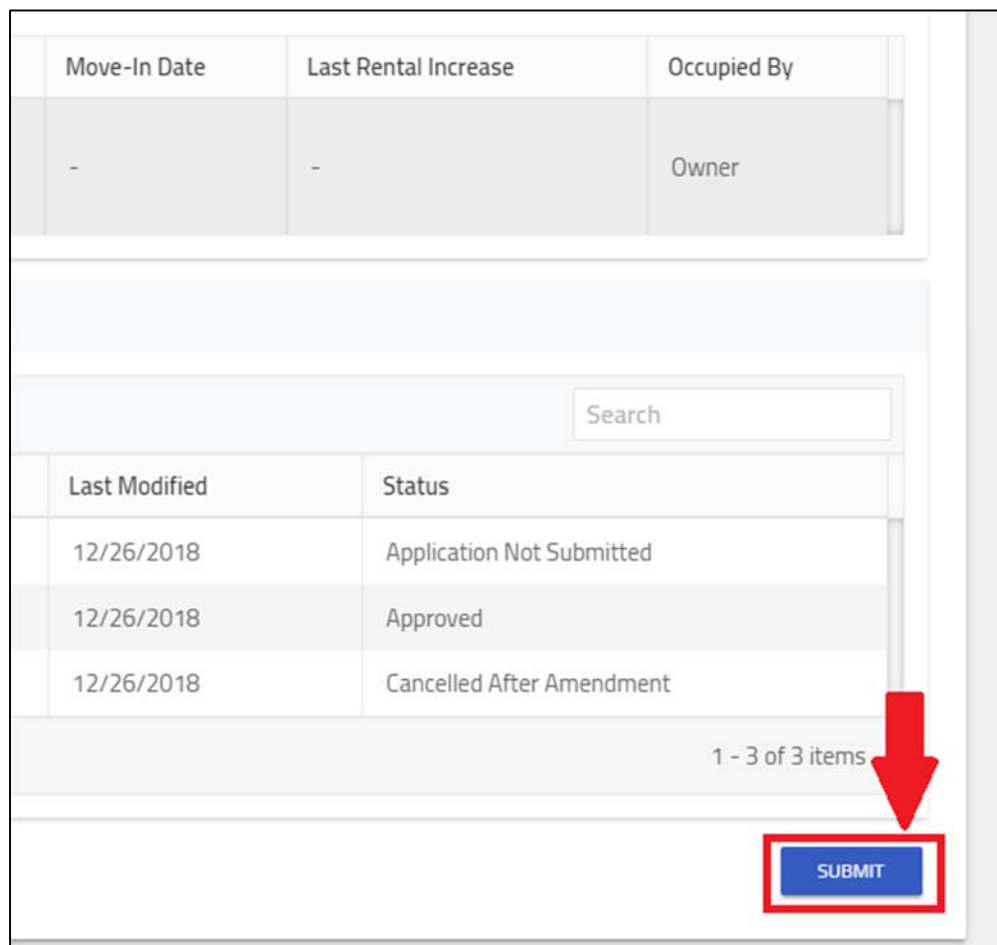
A screenshot of a web application interface. At the top, there is a search bar. Below it is a table with three columns: 'Created Date', 'Last Modified', and 'Status'. The table contains three rows of data. A large red arrow points from the top right towards the bottom right of the table. At the bottom right of the table, there is a button labeled 'REVIEW AND SUBMIT' which is highlighted with a red rectangular border.

Created Date	Last Modified	Status
12/26/2018	12/26/2018	Application Not Submitted
12/26/2018	12/26/2018	Approved
11/01/2018	12/26/2018	Cancelled After Amendment

1 - 3 of 3 items

REVIEW AND SUBMIT

23. Review all the information one more time. If you are satisfied with the information, click “Submit”.



A screenshot of a web application interface. At the top, there is a search bar. Below it is a table with three columns: 'Move-In Date', 'Last Rental Increase', and 'Occupied By'. The table contains one row of data. Below this table is another table with two columns: 'Last Modified' and 'Status'. This table contains three rows of data. A large red arrow points from the top right towards the bottom right of the table. At the bottom right of the table, there is a button labeled 'SUBMIT' which is highlighted with a red rectangular border.

Move-In Date	Last Rental Increase	Occupied By
-	-	Owner

Last Modified	Status
12/26/2018	Application Not Submitted
12/26/2018	Approved
12/26/2018	Cancelled After Amendment

1 - 3 of 3 items

SUBMIT

24. Submit again under Penalty of Perjury.

Declaration Statement

Enter Full Name *

This Field is Required.

Enter the Title *

☐ I declare under the penalty of perjury that the information provided is true and correct to the best of my 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 it and submit it to the City. I also understand that if I have provided any information that has been falsified, I am in violation of the Municipal Court and will be subject to an administrative fine or enforcement action.

This Field is Required.

CANCEL SUBMIT

My Property was Submitted for Registration. Now What?

Once you submit your Property for Registration, the Beverly Hills Staff will review the information you provided and either accept or decline your submittal.

1. If they accept it, staff will **Register your Property**. You will receive an email confirmation and the status of your property will change to “Registered”. Beverly Hills Staff will notify Tenants of the registered rent. Tenants will have an opportunity to appeal registered rent amount if they feel it is inaccurate. If this occurs, you will be notified by Beverly Hills Staff.

OR

2. Staff may also **Decline your Registration**. You will receive an email with comments from staff explaining why your submission was declined. The Property Status will change back to **Ready to**

Submit. You will need to make the requested updates and submit your Property again for Registration.

Additionally, if there are any changes to your Property Information you will need to submit an Amendment. The Amendment processes is described in greater detail in a separate user guide. Amendments are required for any of the following changes to the rent registration:

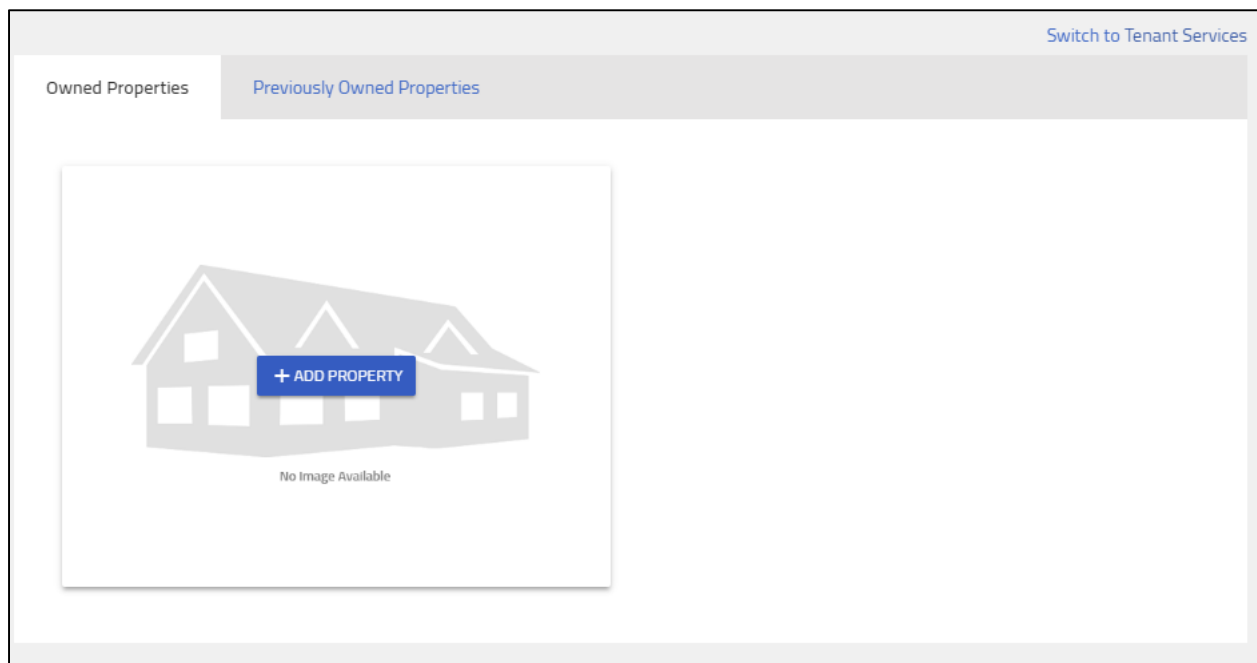
- Registration of a new tenant after a vacancy Change in Unit Occupancy
- Change in Manager Contact Information or Management
- Change in Owner Contact Information or Ownership

If at any time you have questions, contact Beverly Hills.

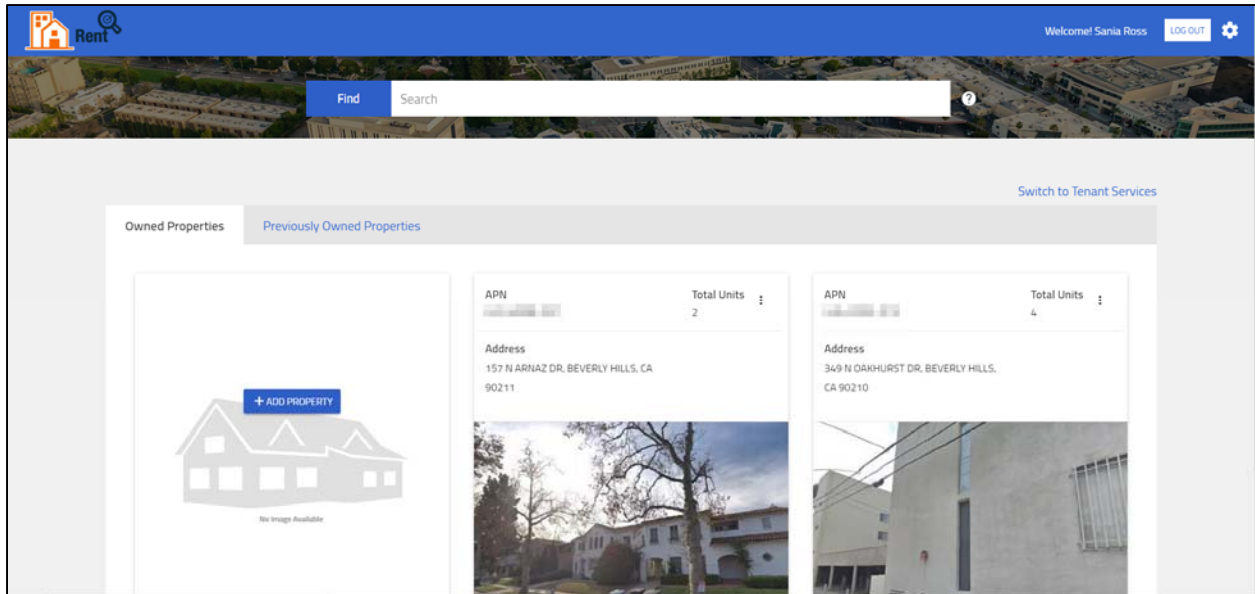
Understanding Your Owner Profile

Default Screen

When you select the Landlord profile you're taken to a page with two tabs: "Owned Properties" and "Previously Owned Properties". First time registrants, or anyone who hasn't registered a property will not see any Properties listed.

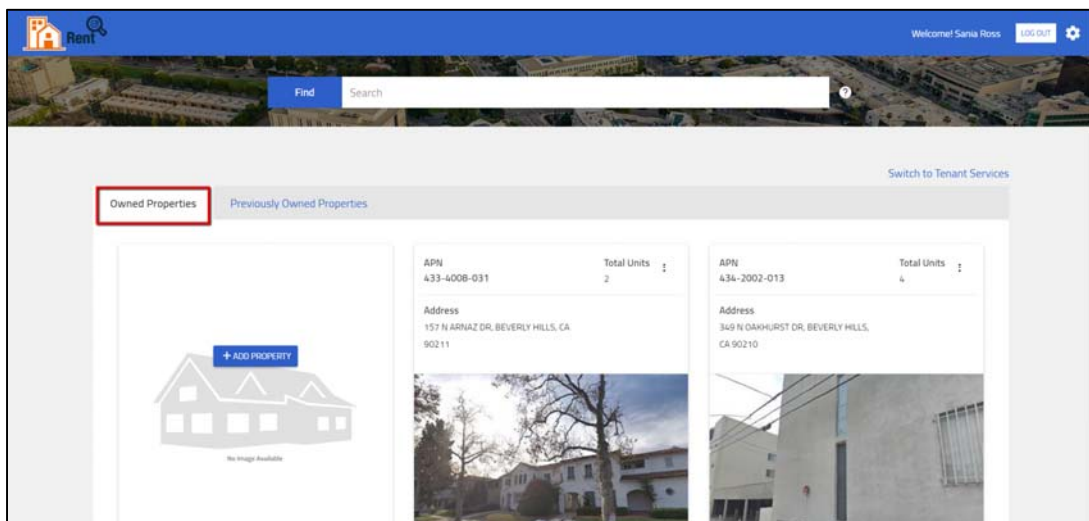


Alternatively, returning owners see properties they registered during 2017 registration or through a subsequent Owner Change Amendment.



Owned Properties

The “Owned Properties” tab shows properties added to your profile during the previous registration or through a “New Ownership” amendment (covered in a separate section). “Owned Properties” is where you “Add a Property” to your profile. To remove a property, you must submit a Change in Ownership Amendment.



Previously Owned Properties

The “Previously Owned Properties” tab shows properties previously associated with your profile. Properties appear here after you submit and staff approves a “New Ownership” amendment. You don’t have access to current data on properties you no longer own. Past owners of your property will have no access to the properties you currently own.

The screenshot shows a web application interface for property management. At the top, there is a blue header with a 'Rent' logo on the left and a user welcome message 'Welcome! Raymond Davis' with 'LOG OUT' and a settings gear icon on the right. Below the header is a search bar with a 'Find' button and a search input field. The main content area has two tabs: 'Owned Properties' and 'Previously Owned Properties', with the latter being selected and highlighted with a red border. Below the tabs, there are two property cards. Each card displays the APN, Total Units, and Address. The first card shows APN 432-8002-035, 20 Total Units, and Address 9955 DURANT DR, BEVERLY HILLS, CA 90212. The second card shows APN 432-8004-016, 6 Total Units, and Address 9900 DURANT DR, BEVERLY HILLS, CA 90212. A 'Switch to Tenant Services' link is visible in the top right corner of the main content area.

APN	Total Units	Address
432-8002-035	20	9955 DURANT DR, BEVERLY HILLS, CA 90212
432-8004-016	6	9900 DURANT DR, BEVERLY HILLS, CA 90212