



APPEAL OF THE RENT AMOUNT
REPORTED TO THE CITY BY THE LANDLORD

A tenant of a rental unit may appeal the rent amount reported to the City by the landlord through the Annual Rental Unit Registration process within fifteen (15) days of the date of the mailing of the Notice of Rent Amount Reported by Your Landlord. A tenant may dispute the rent amount reported for the unit if the amount is incorrect. A tenant may not dispute the rent amount based upon additional contractual housing services provided to a unit.

I appeal the amount of rent reported by landlord for my rental unit \$ (state the rent amount reported by your landlord). I declare that the amount of rent paid on the date reported by the landlord was \$ and request an administrative hearing on my appeal.

I am attaching supporting documents (Required)

TENANT INFORMATION:

Form with fields for Name of Tenant (First Name, Last Name), Address of Registered Rental Unit (Number, Direction, Street Name), City (Beverly Hills), State (CA), Zip Code, Move in date, Date of last rent increase, Amount of last rent increase, Daytime phone number(s), and Email.

PROPERTY INFORMATION: (If Known)

Form with fields for Landlord/Property Manager (First Name, Last Name), Property Management Company Name, Landlord/Property Manager daytime phone number(s), and Landlord/Property Manager mailing address.

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 Municipal Code and will be subject to an administrative fine or enforcement action.

Signature: Date:





**City of Beverly Hills**

Rent Stabilization Program  
455 N. Rexford Drive Beverly Hills, CA 90210  
Tel. (310) 285-1031  
[www.beverlyhills.org/BHrent](http://www.beverlyhills.org/BHrent)

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**APPEAL INSTRUCTIONS: You are encouraged to submit your appeal on-line or in person.**

**Submit Appeal Online:**

1. Complete and submit the Appeal of the Rent Amount Reported to the City by the Landlord within fifteen (15) days of the date of the mailing on the *Notice of Rent Amount Reported by Your Landlord*. You can access and submit the petition form at: [www.beverlyhills.org/BHrentAppeal](http://www.beverlyhills.org/BHrentAppeal).
2. Provide electronically any supporting documentation such as a 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.

**OR Submit Appeal in Person at City Hall:**

1. Drop off at City Hall the Appeal of the Rent Amount Reported to the City by the Landlord within fifteen (15) days of the date of the mailing on the *Notice of Rent Amount Reported by Your Landlord*. The address for drop off location is:

**City Hall – First Floor Reception Desk**  
455 North Rexford Drive  
Beverly Hills, CA 90210

2. Attach to your appeal supporting documentation, such as a 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.

**OR 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 of the date of the mailing of this Notice. (The mailing date on the envelope is not material to the timeliness of the filing of your appeal.) Mailing address is:

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

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 us at: Call: (310) 285-1031 or Email: [bhrent@beverlyhills.org](mailto:bhrent@beverlyhills.org)

