Beverly Hills Rent Registry

Registration Guide

Version 1.0

January 2, 2019

If you have any questions at any time, call Beverly Hills Rent Stabilization at (310) 285 – 1031.
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Returning Owners Registration


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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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

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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”.

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

6. Check and review property information:
   • “Contact Details”
   • Individual unit information

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

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8. Carefully review and update where needed.
   - Click the three dots where you need to update information.
   - Click Edit to edit information.
   - Update information. Click “Update” to save.

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- When you’ve updated all information. Return to “Addresses”.

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

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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.

   - You will return to the main page.
11. Once you have updated contact and unit information, scroll down. Click “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.

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

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

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

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

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New Owners

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

- 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.

2. Confirm your address and choose a password.

If you have any questions at any time, call Beverly Hills Rent Stabilization at (310) 285 – 1031.
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.

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

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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”.

If you have any questions at any time, call Beverly Hills Rent Stabilization at (310) 285 – 1031.
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 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”.

If you have any questions at any time, call Beverly Hills Rent Stabilization at (310) 285 – 1031.
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.

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

14. Enter contact and unit information. It doesn’t matter what order.
15. Click on “+Add Contact”.
16. Select type of contact: “Owner”, “Manager”, or “Other”. Owner and Manager are mandatory.

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

If you have any questions at any time, call Beverly Hills Rent Stabilization at (310) 285 – 1031.
18. When you complete contact information, you will return to the “Contact” tab. Click on the “Address” tab to fill in unit information.

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

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

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

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

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

If you have any questions at any time, call Beverly Hills Rent Stabilization at (310) 285 – 1031.
24. Submit again under Penalty of Perjury.

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**

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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 process 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.

If you have any questions at any time, call Beverly Hills Rent Stabilization at (310) 285 – 1031.
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.

If you have any questions at any time, call Beverly Hills Rent Stabilization at (310) 285 – 1031.
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.

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