

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 sidebar with a 'Rent' logo and an 'Important Notice' section. The main content area is divided into two columns. The left column contains the login form, and the right column contains a welcome message and instructions.

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 2.0

December 20, 2023

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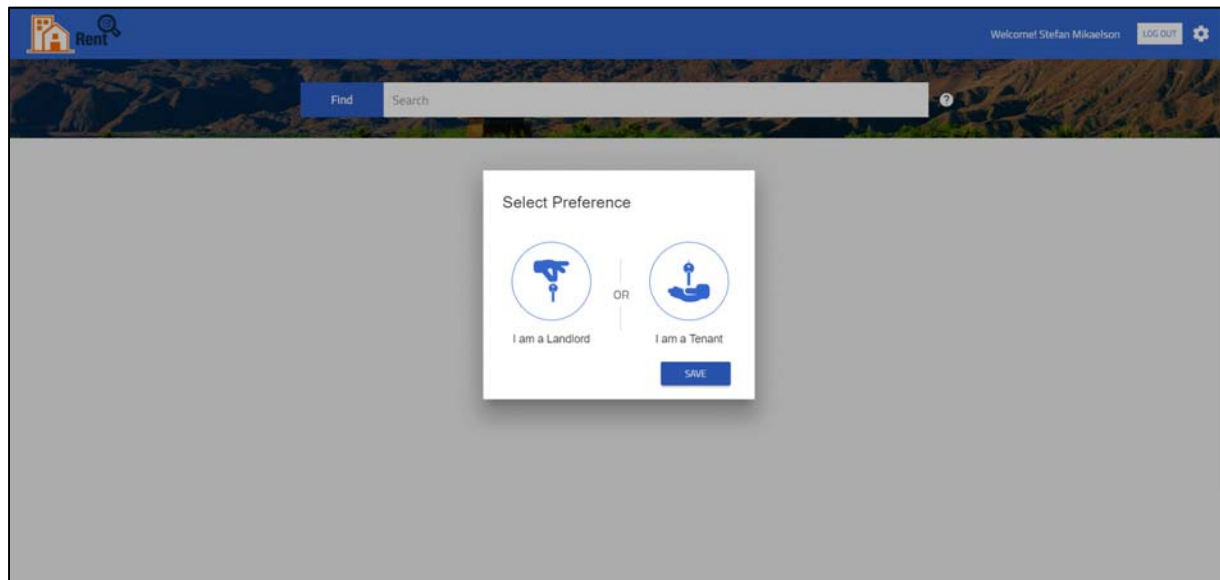
Users with existing Beverly Hills Water Tracker or Beverly Hills e-Notice (Website) accounts can use their existing User I.D. and password to register units.

APN

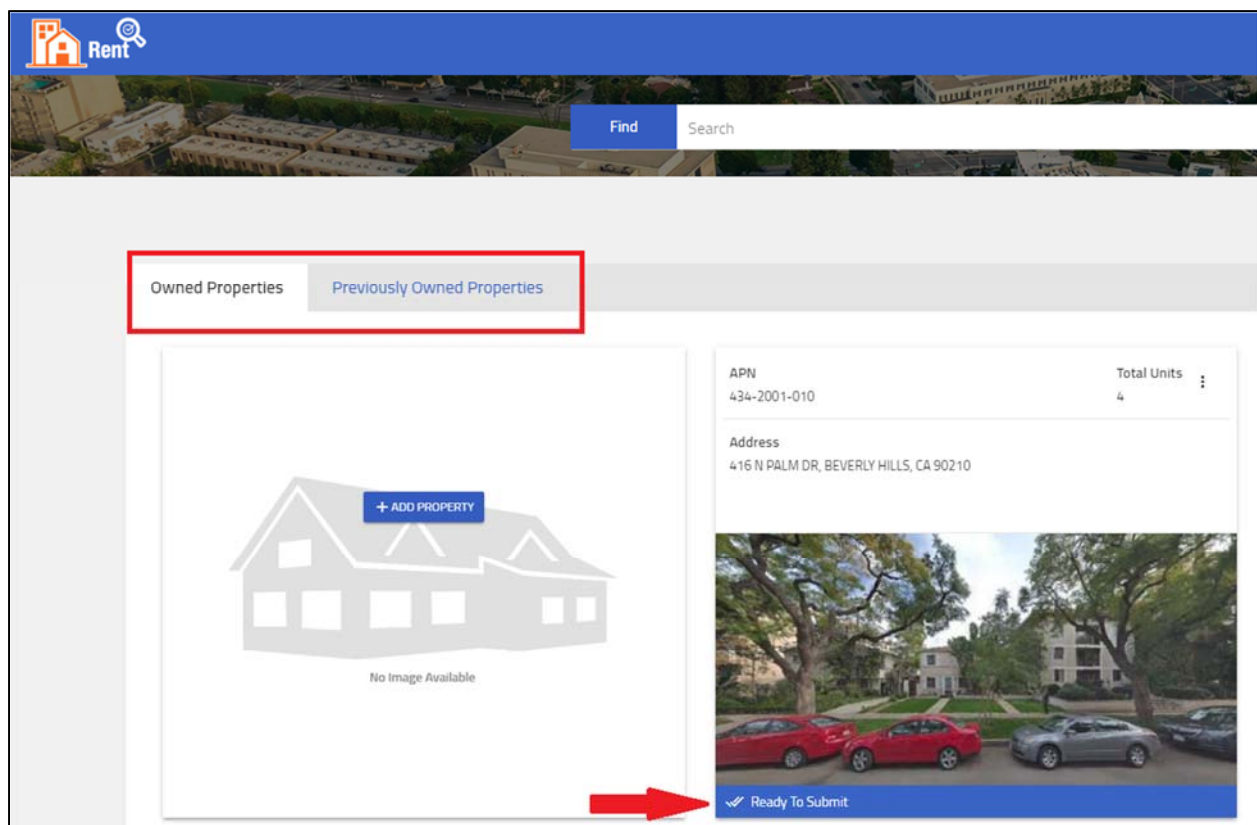
Housing provider received a Notice Requiring Registration of Rental Units (Notice) which included a PIN and Assessor Parcel Number (APN) / Assessor Identification Number (AIN) located at the top right of the Notice.

[How to find BHrent PIN?](#)

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.

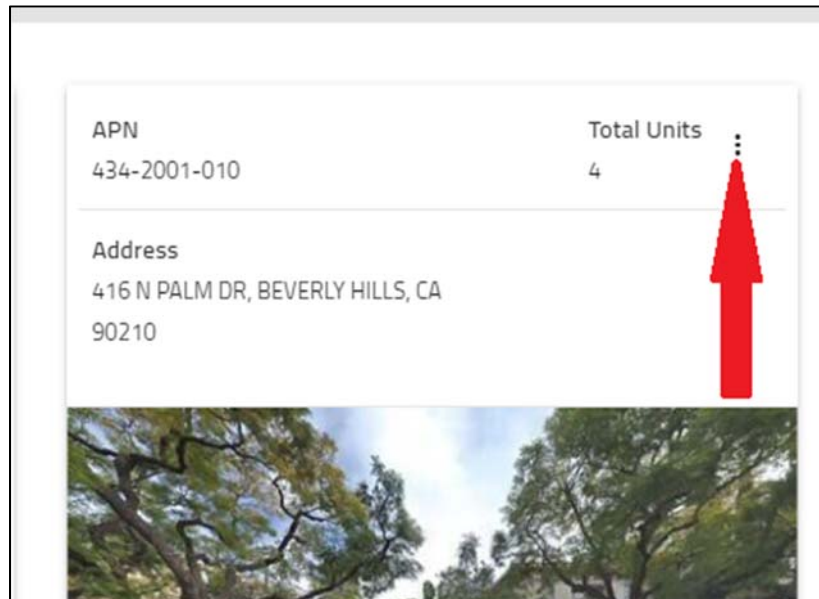


- The home screen features two tabs: “Owned Properties” and “Previously Owned Properties”. “Owned Properties” shows properties added to your profile during the previous registration or

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.

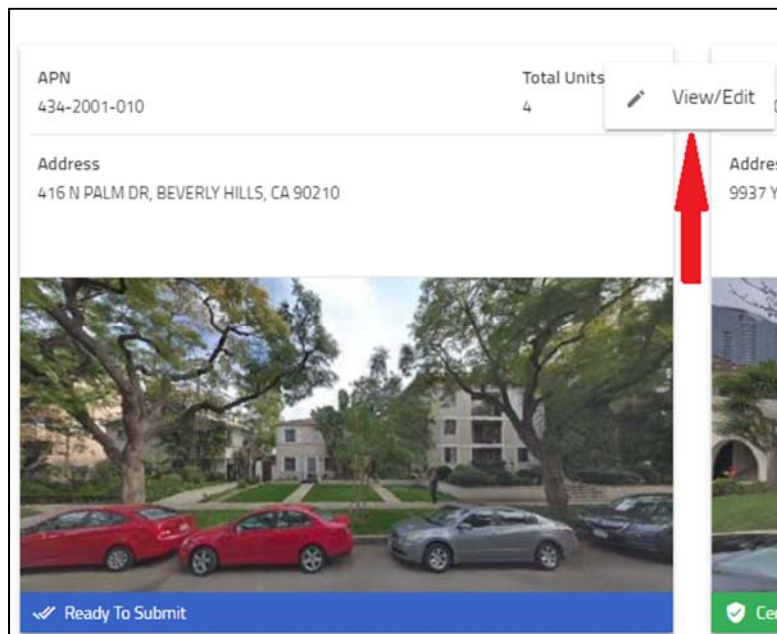
- Properties should show a status of “Ready to Submit”. *If the status is not “Ready to Submit” please contact Beverly Hills Rent Stabilization staff.*

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](#)



Google

© Google, Inc.

Total Units	Alias	Owner	Manager
4	-		

Ready To Submit

[Site Addresses](#)

416 N PALM DR, BEVERLY HILLS, CA 90210


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](#)

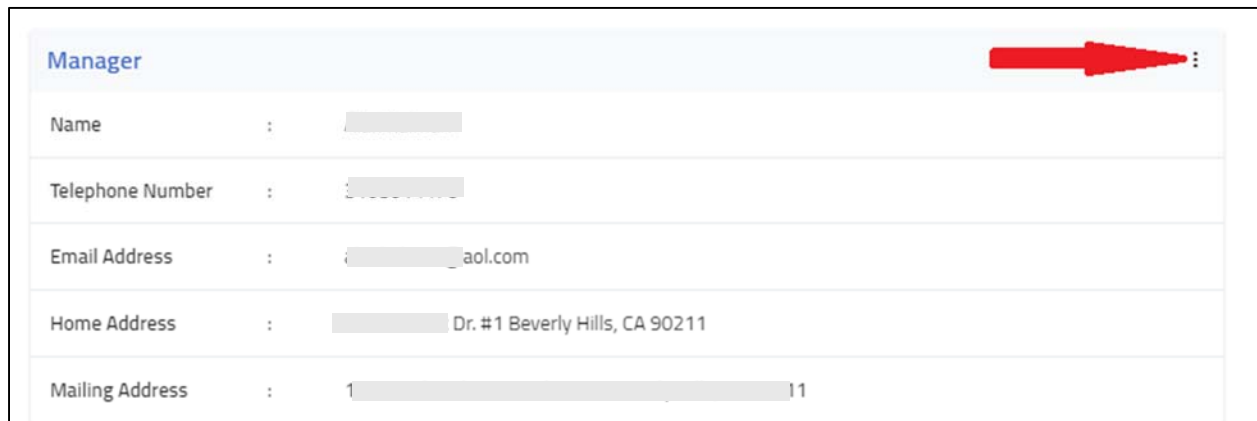


Site Addresses

416 N PALM DR, BEVERLY HILLS, CA 90210

8. Carefully review and update where needed.

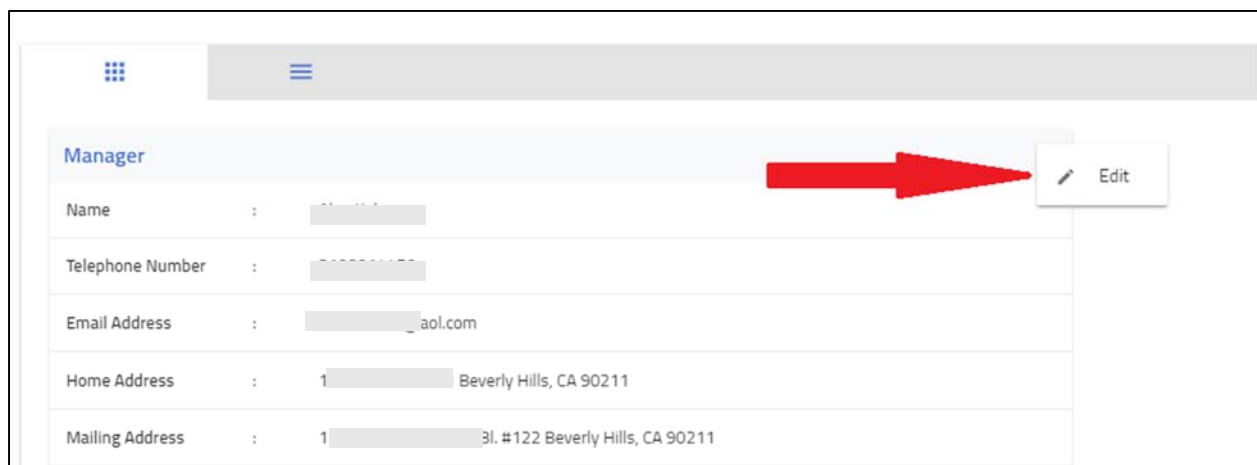
- Click the three dots where you need to update information.



The screenshot shows a 'Manager' contact form. At the top right, there is a three-dot menu icon. A red arrow points to this icon. The form contains the following fields:

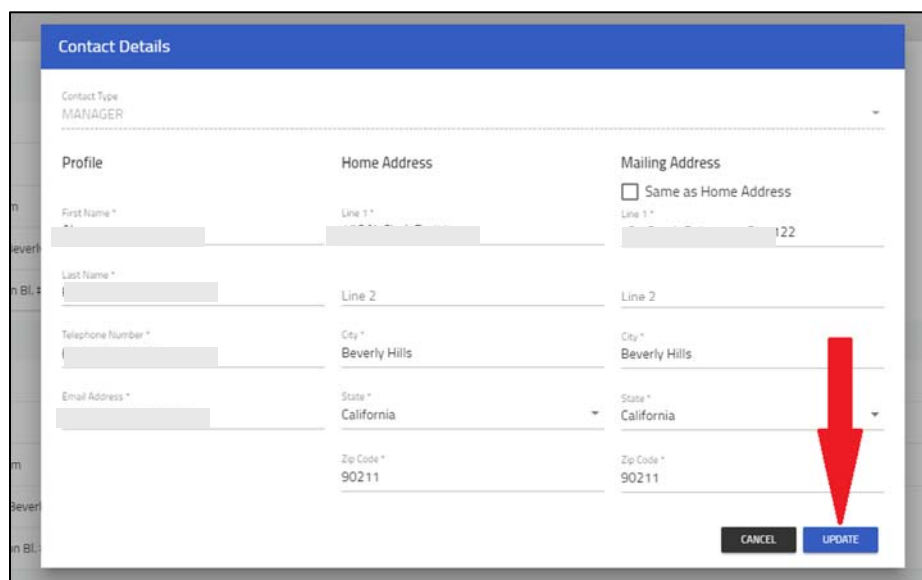
Field	Value
Name	[Redacted]
Telephone Number	[Redacted]
Email Address	[Redacted]@aol.com
Home Address	[Redacted] Dr. #1 Beverly Hills, CA 90211
Mailing Address	1 [Redacted] 11

- Click Edit to edit information.



The screenshot shows the same 'Manager' contact form, but now with an 'Edit' button (pencil icon) visible at the top right. A red arrow points to this button. The form fields are the same as in the previous screenshot.

- Update information. Click “Update” to save.



The screenshot shows a 'Contact Details' form. It has a blue header and a white body. The form is divided into three columns: Profile, Home Address, and Mailing Address. The 'Mailing Address' column has a checkbox for 'Same as Home Address'. At the bottom right, there are 'CANCEL' and 'UPDATE' buttons. A red arrow points to the 'UPDATE' button.

Profile	Home Address	Mailing Address
First Name *	Line 1 *	<input type="checkbox"/> Same as Home Address Line 1 *
Last Name *	Line 2	Line 2
Telephone Number *	City *	City *
Email Address *	State *	State *
	Zip Code *	Zip Code *

- 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".

416 N PALM DR, BEVERLY HILLS, CA 90210

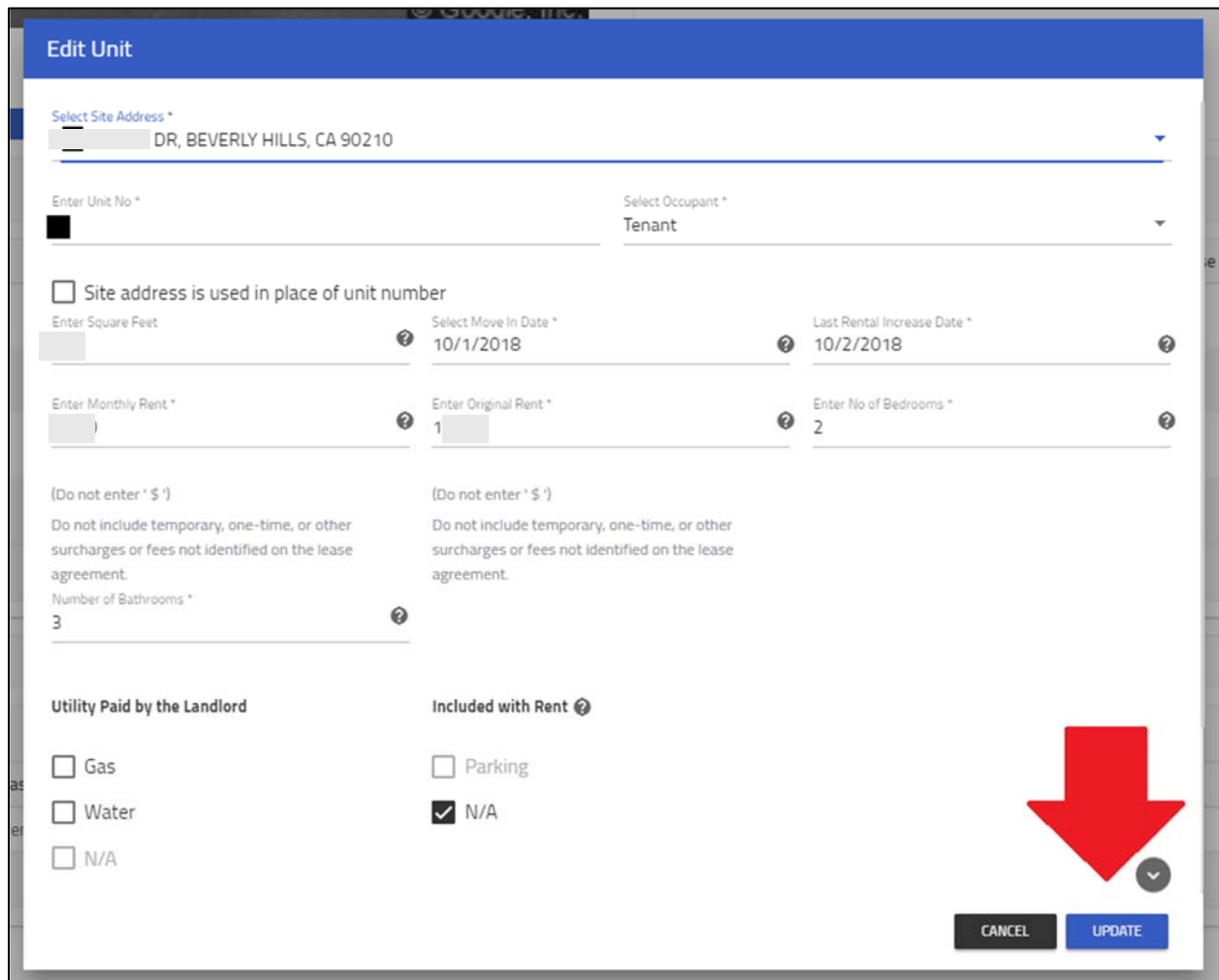
Actions	Unit	Tenant P#	Status	Sq. Ft.	Bedrooms	Bathrooms	Chapter 5/6	Current Monthly Rent	Original Rent	Move-In Date	Last Rental Increase	Occupied By
⋮	A	17771222	Not Certified	750	1	1	Chapter 6	\$1,865.00	\$1,350.00	02/29/04	01/01/19	Tenant
⋮	B	75769111	Not Certified	900	1	1	Chapter 6	\$2,250.00	\$2,250.00	09/01/21	09/01/21	Tenant
⋮	C	19664691	Not Certified	1,100	2	2	Chapter 6	\$2,037.00	\$1,400.00	08/30/97	01/01/19	Tenant
⋮	D	45752149	Not Certified	1,050	2	1	Chapter 6	\$1,994.00	\$1,350.00	04/30/98	01/01/19	Tenant

+ ADD UNIT

Last Rental Increase	Occupied By	Actions
0/02/18		<div>  Edit </div>
7/01/18		<div>  Apply for Exemption </div>
7/31/17		<div>  Delete </div>
7/31/17	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 down 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

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

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]

Back

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

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Case ID	Case Type	Created on Entity	Created Date	Last Modified	Status
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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.

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

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

Total Units	Alias 	Owner	Manager	Submitted
4	-			
<input checked="" type="checkbox"/> 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 *

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- 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.

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.

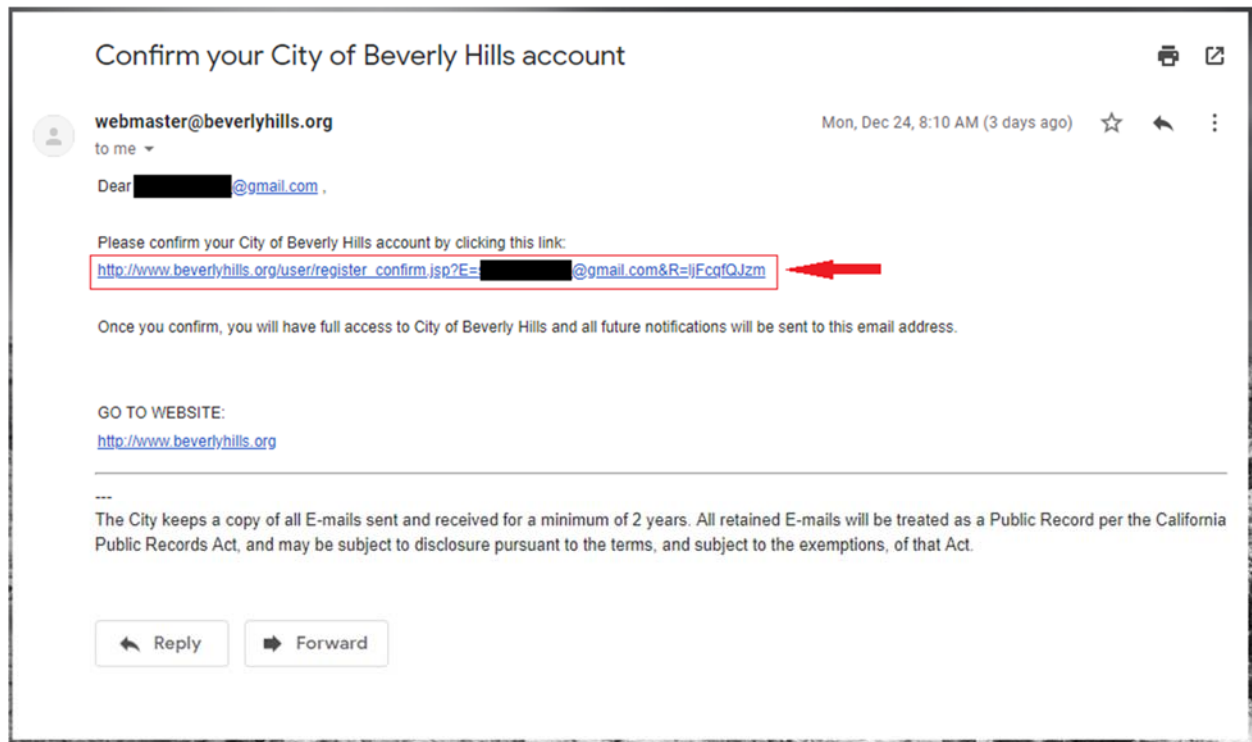
EMAIL : [REDACTED]

PASSWORD *

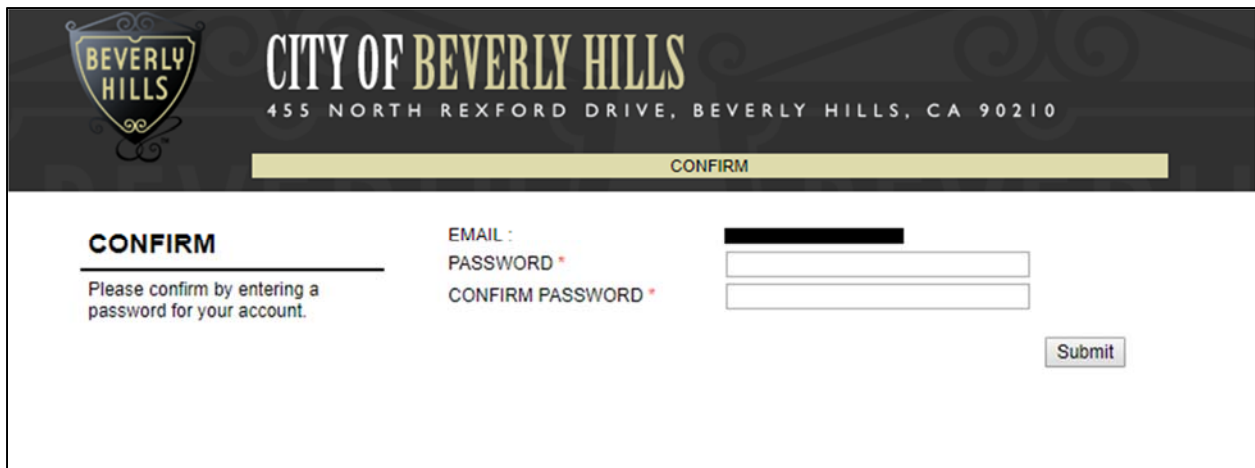
CONFIRM PASSWORD *

Submit

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

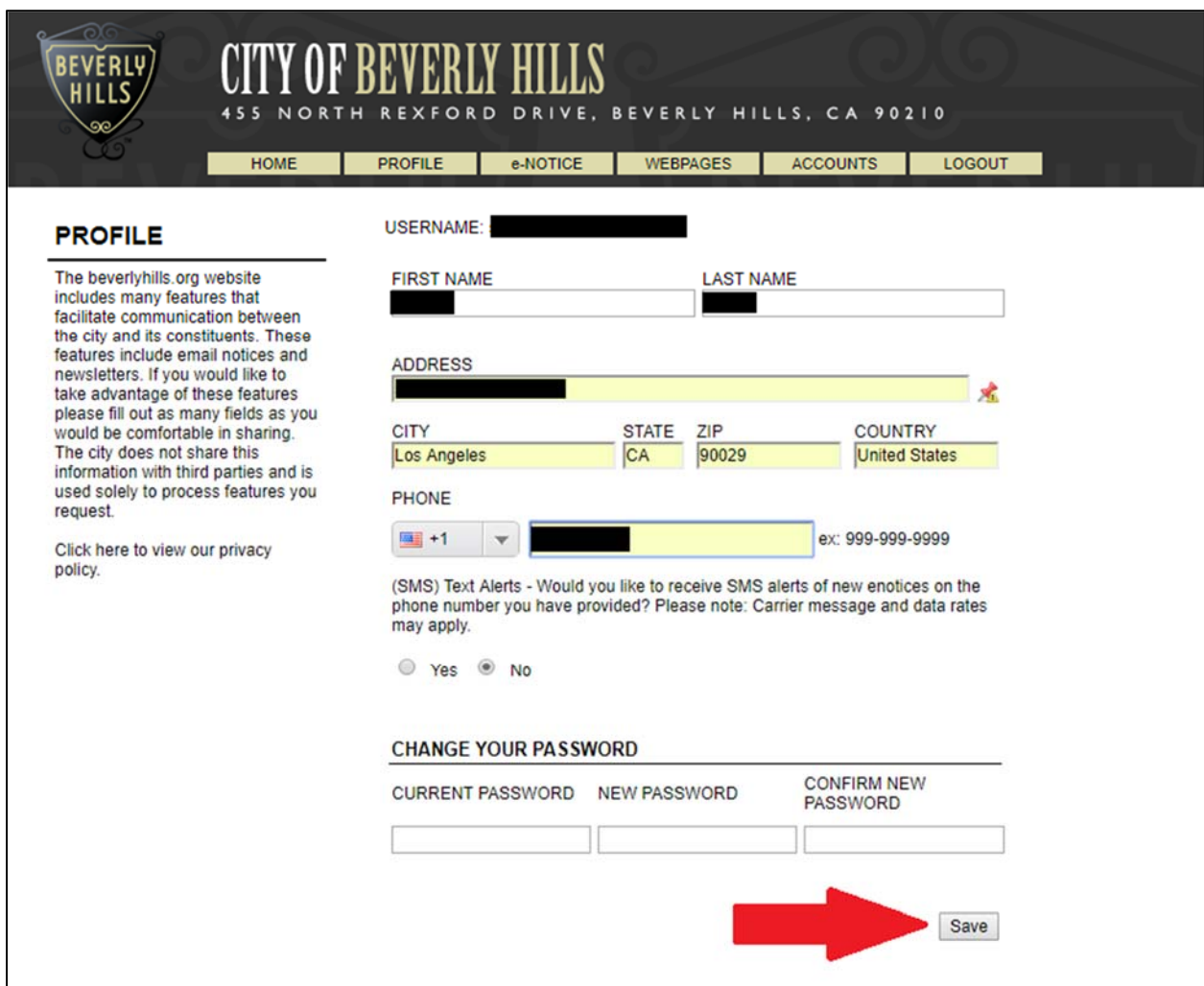


4. Set your password. This will be the same password you use on the rent registry site.



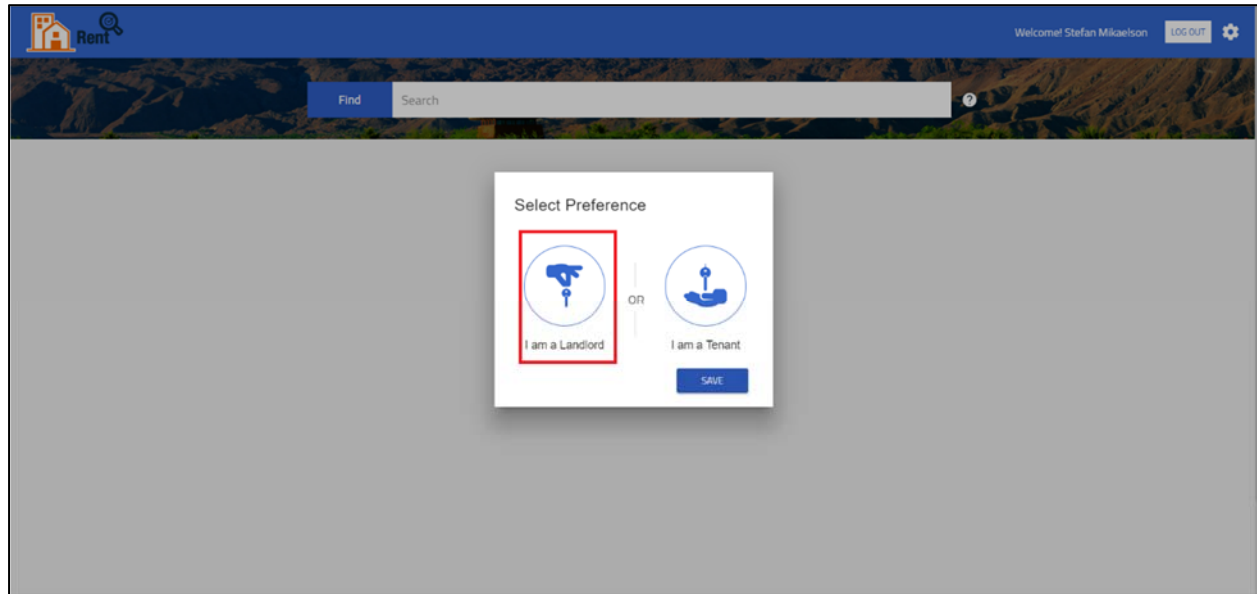
The screenshot shows the top header of the City of Beverly Hills website with the logo and address. Below the header is a yellow bar with the word "CONFIRM". The main content area has a "CONFIRM" section on the left with a sub-header and a paragraph: "Please confirm by entering a password for your account." 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 area.

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

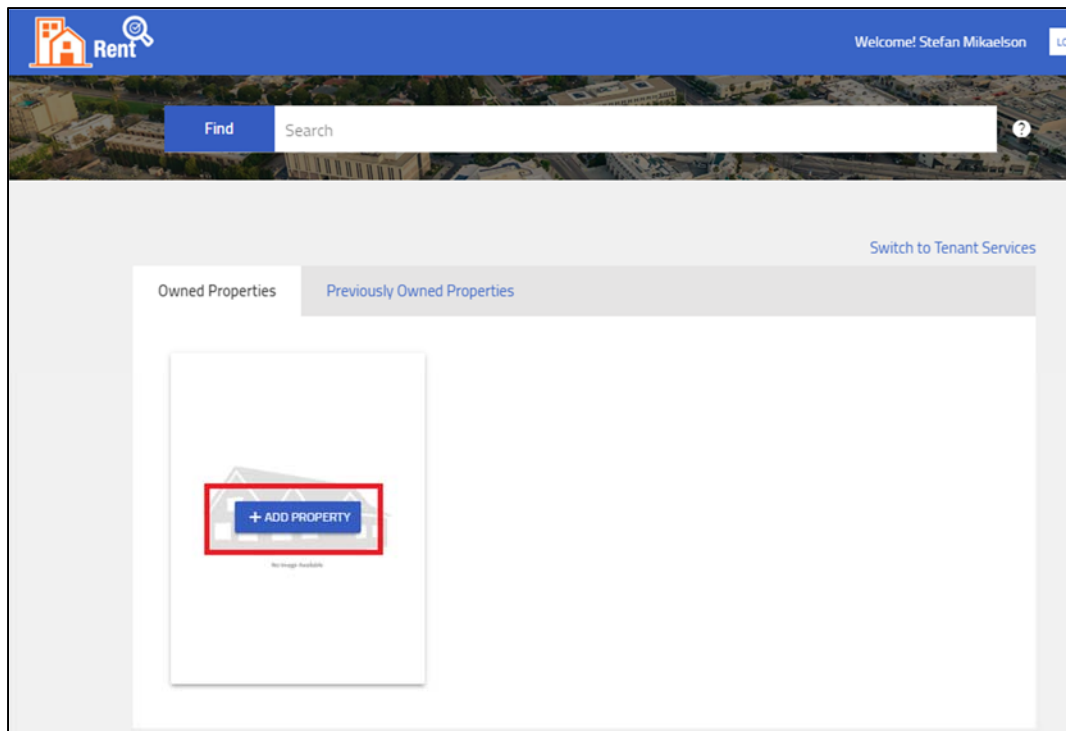


The screenshot shows the "PROFILE" page of the City of Beverly Hills website. The header is the same as the previous page. Below the header is a navigation bar with links: HOME, PROFILE, e-NOTICE, WEBPAGES, ACCOUNTS, and LOGOUT. The "PROFILE" section on the left contains a paragraph about the website's features and a link to the privacy policy. The main form area includes fields for "USERNAME:" (blacked out), "FIRST NAME" (blacked out), and "LAST NAME" (blacked out). Below these is an "ADDRESS" field (blacked out). Further down are fields for "CITY" (Los Angeles), "STATE" (CA), "ZIP" (90029), and "COUNTRY" (United States). A "PHONE" section includes a dropdown for country code (+1), a phone number field (blacked out), and an example number (ex: 999-999-9999). Below the phone field is a question about receiving SMS text alerts, with "Yes" and "No" radio buttons. At the bottom 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 of the page.

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.

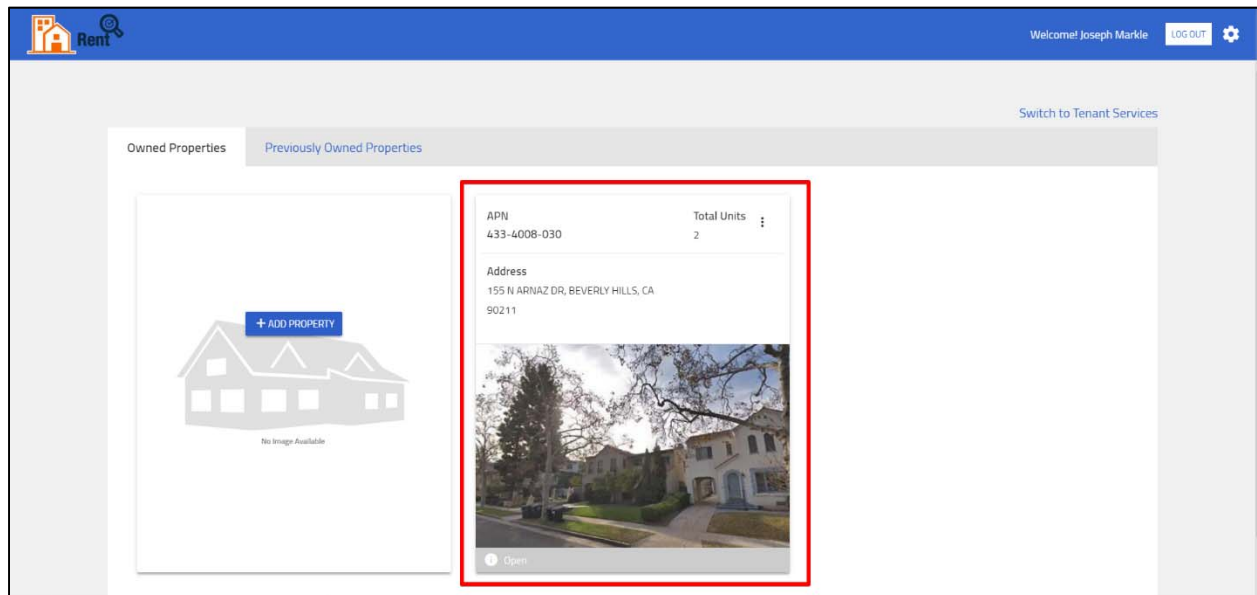
The screenshot shows the 'Add Property' form. On the left, under 'Find APN', there are two input fields: 'Enter APN *' with the placeholder 'Please enter APN.' and 'Enter PIN *' with the placeholder 'Please enter PIN.'. Both fields have red error icons. Below these is an optional field 'Enter APN Alias (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).

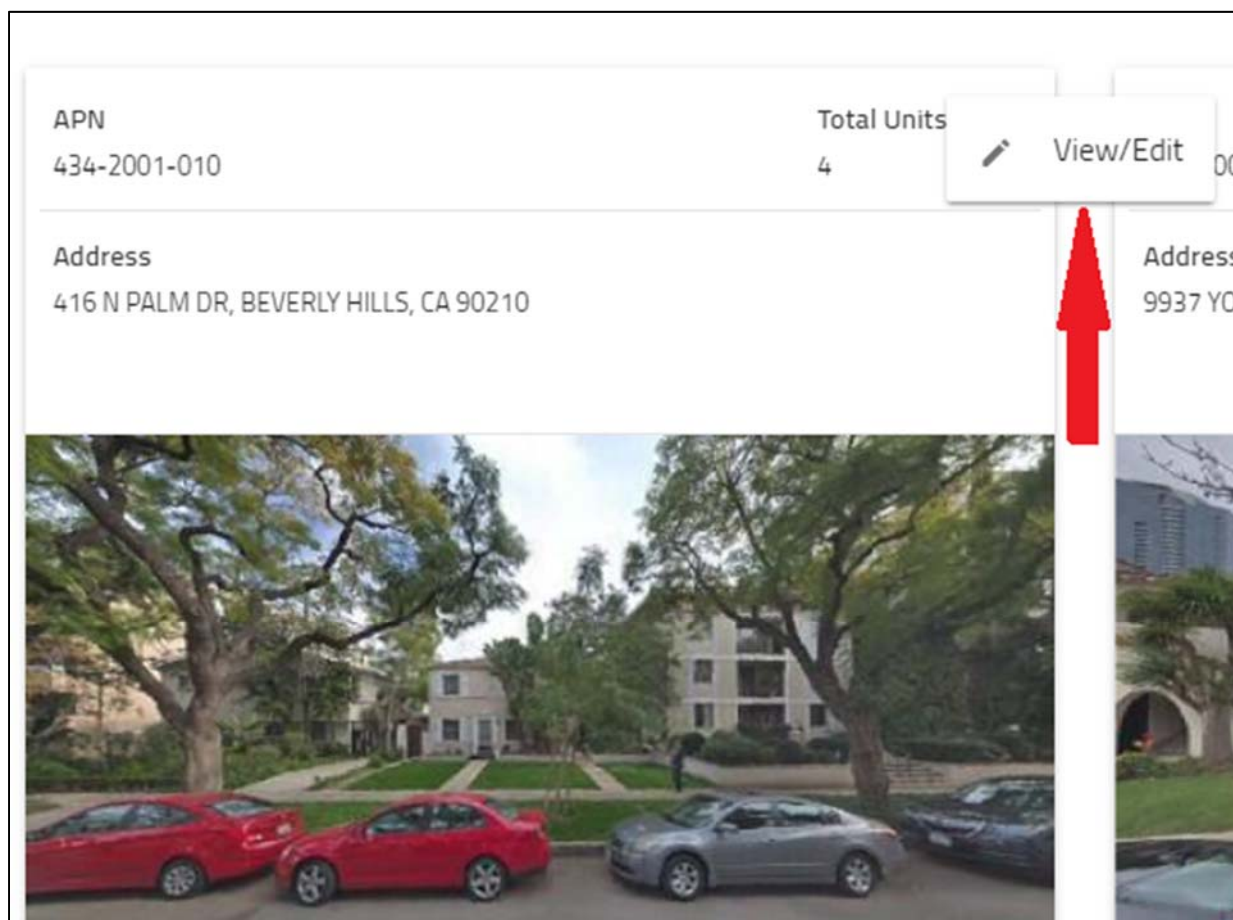
10. Click "Verify". If you entered a successful APN and PIN combination, an address will appear in the lower left hand corner. Click "Register".

The screenshot shows the 'Add Property' form after successful verification. The 'Find APN' section now displays 'Enter APN *' with the value '4330015043' and 'Enter PIN *' with a masked value '*****'. The 'VERIFY' button is now highlighted. A 'Site Address List' is displayed in the lower left corner, containing two entries: '478 S BEDFORD DR, BEVERLY HILLS, CA 90212' and '480 S BEDFORD DR, BEVERLY HILLS, CA 90212'. The 'Help' section remains the same. At the bottom right, the 'REGISTER' button is now highlighted, and the 'CANCEL' button is still present.

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.

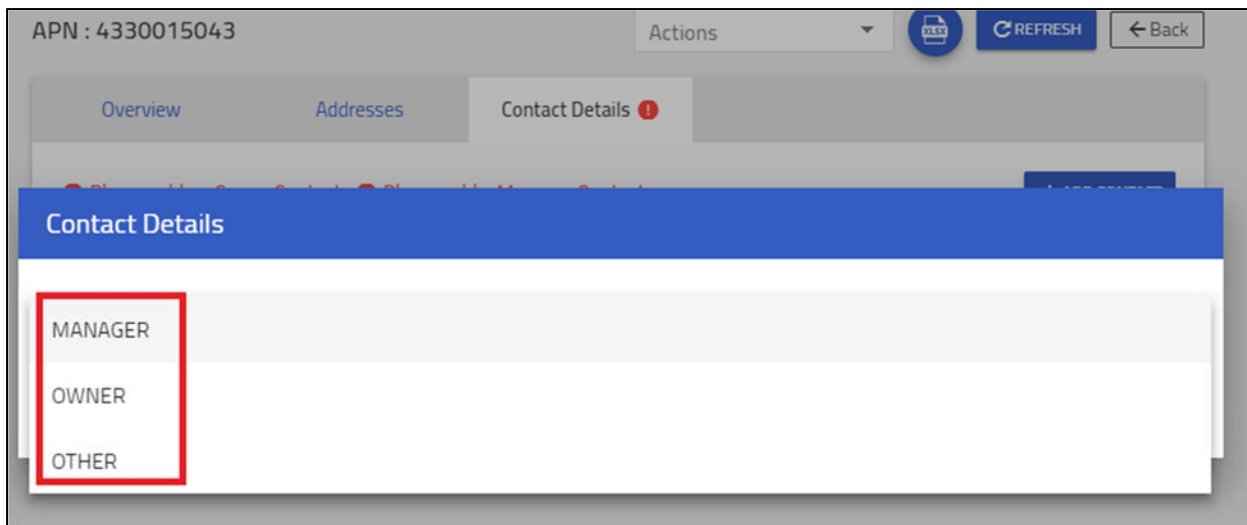
The screenshot shows a web interface with three tabs: 'Overview', 'Addresses', and 'Contact'. The 'Contact' tab is selected and highlighted with a red box. Below the tabs is a Google Street View image of a building. To the right of the image is a 'Site Addresses' section with a plus icon and the address '455 N, REXFORD, BEVERLY HILLS, CA 90210'. Below the image, there is a red-bordered box containing the text 'Total Units 3' and two red error messages: 'Unit Count does not match' and 'Please add an Owner Contact' and 'Please add a Manager Contact'. At the bottom left of this box is an 'Open' button.

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

15. Click on "+Add Contact".

The screenshot shows a web interface with a blue header bar containing a house icon, the word 'Rent', and a search icon. Below the header is a search bar with 'Find' and 'Search' buttons. The main content area shows 'APN : 4330015043' and an 'Actions' dropdown menu. Below this is a tabbed interface with 'Overview', 'Addresses', and 'Contact Details'. The 'Contact Details' tab is selected and highlighted with a red box. Below the tabs, there are two red error messages: 'Please add an Owner Contact' and 'Please add a Manager Contact'. At the bottom right of the tabbed area is a blue button with a plus icon and the text '+ ADD CONTACT', which is highlighted with a red box. A large red arrow points from the error messages towards the '+ ADD CONTACT' button.

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



APN : 4330015043

Actions

REFRESH

Back

Overview

Addresses

Contact Details

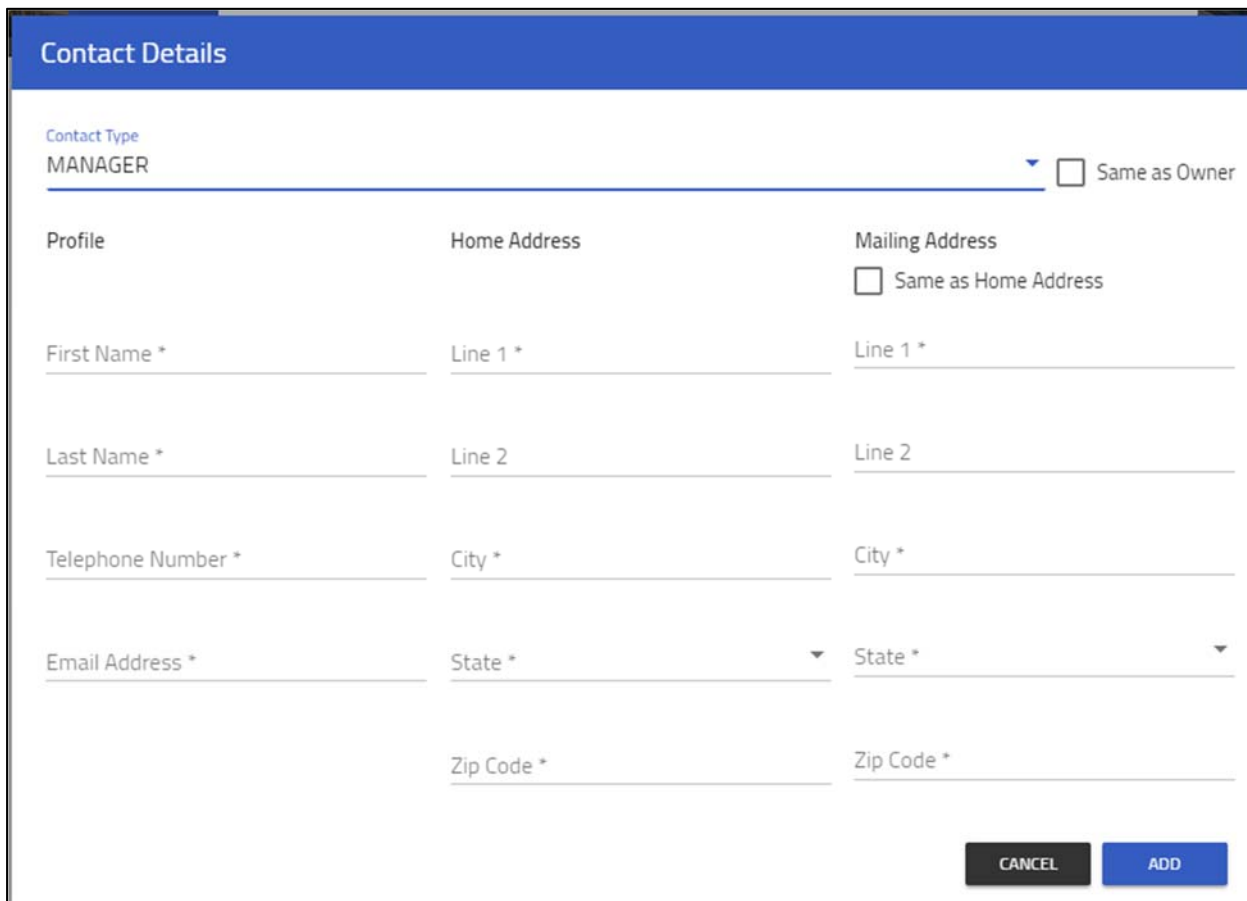
Contact Details

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

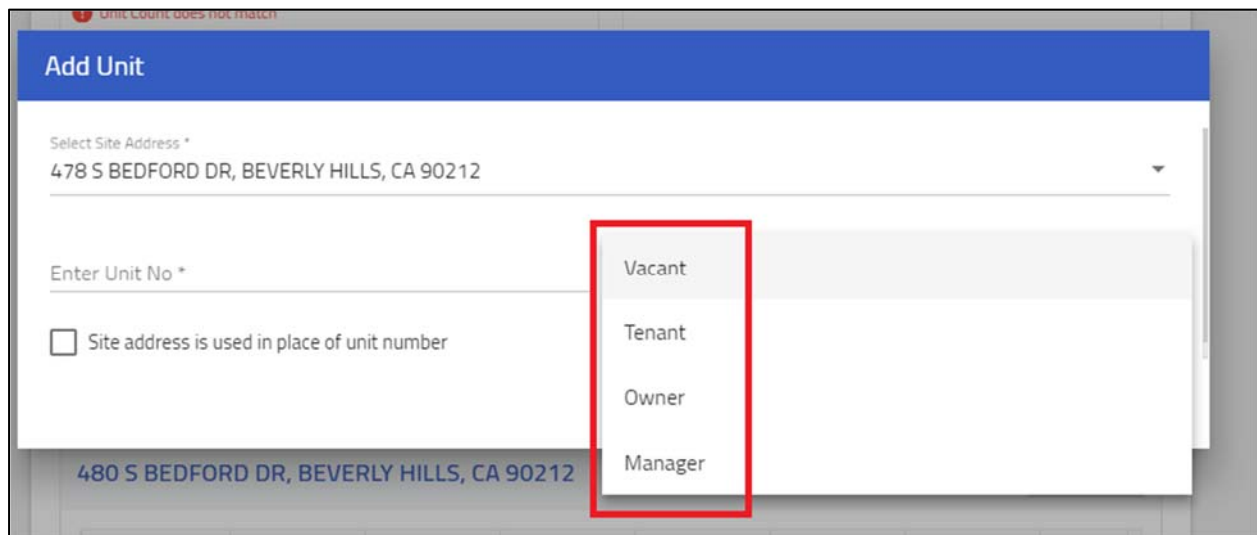
 Open

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.							

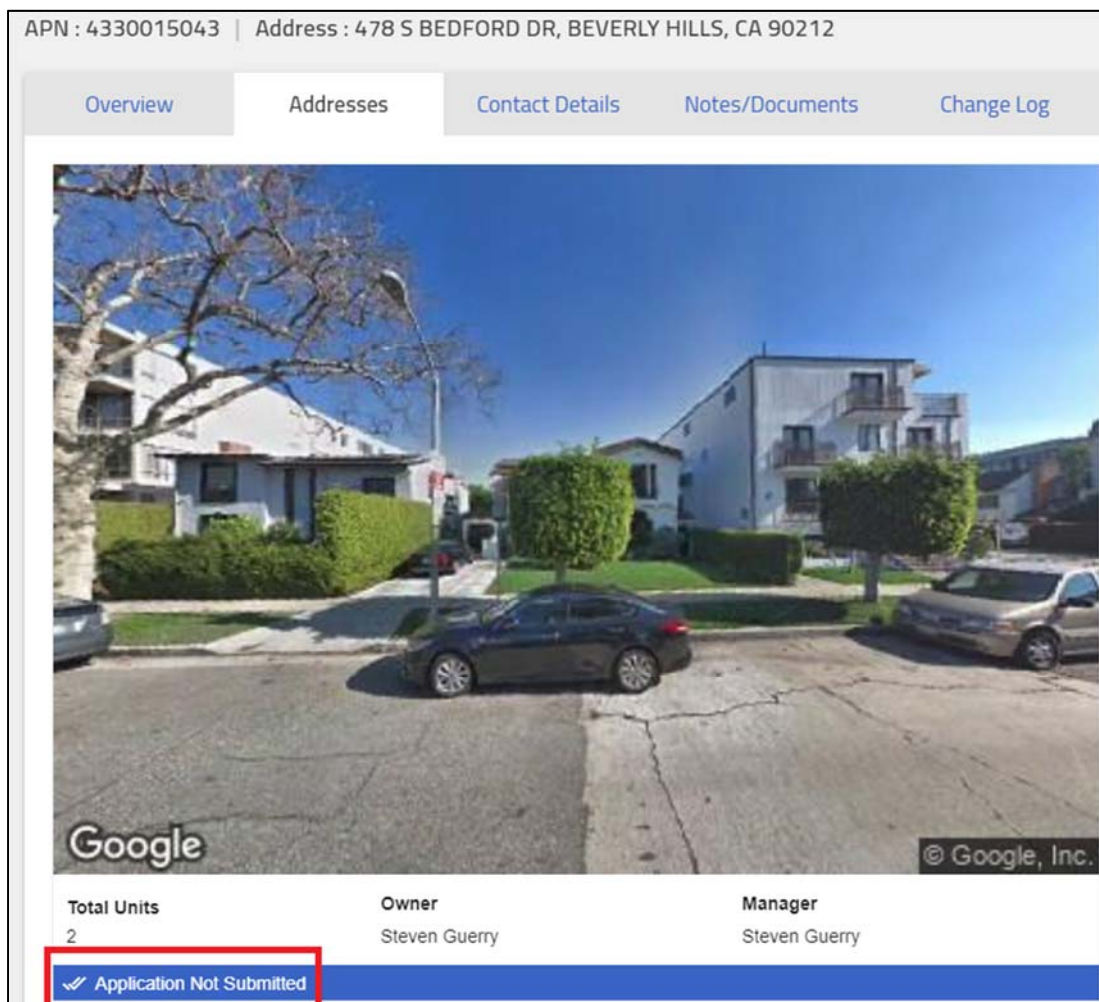
0 - 0 of 0 items

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 right of the unit number field is a dropdown menu with four options: "Vacant", "Tenant", "Owner", and "Manager". The "Vacant" option is currently selected and is highlighted with a red rectangular box. Below the dropdown menu is a checkbox labeled "Site address is used in place of unit number". At the bottom of the form, the address "480 S BEDFORD DR, BEVERLY HILLS, CA 90212" is displayed.

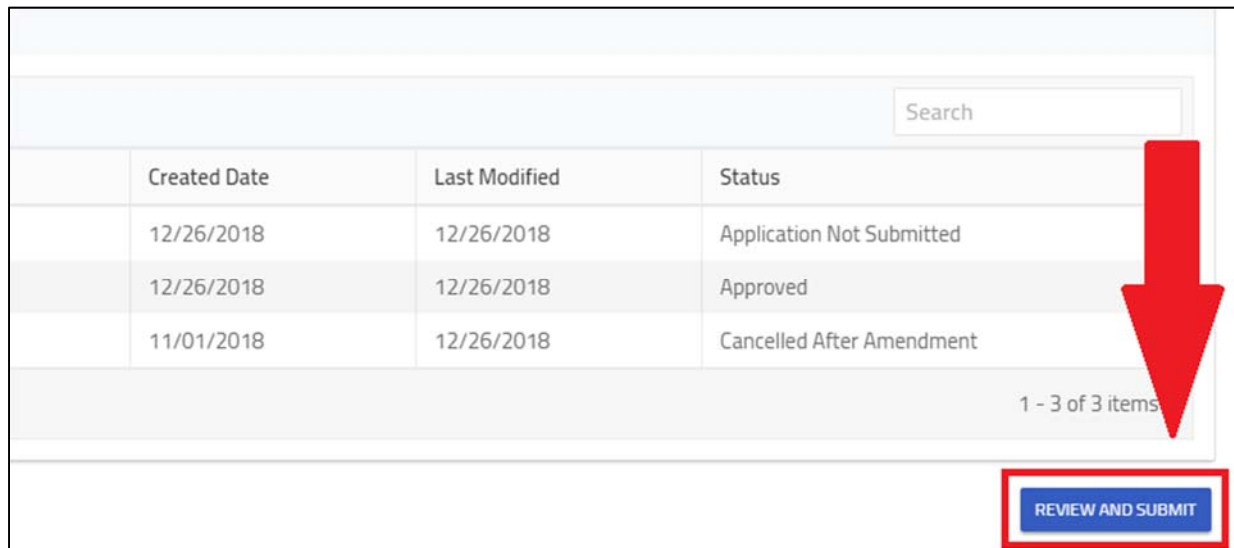
21. When you fill in the required contact information, the property status changes to ready to submit.



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 is a navigation bar with five tabs: "Overview", "Addresses", "Contact Details", "Notes/Documents", and "Change Log". The "Overview" tab is currently selected. Below the navigation bar is a large 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 status bar with a white checkmark icon and the text "Application Not Submitted". This status bar is highlighted with a red rectangular box.

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”.



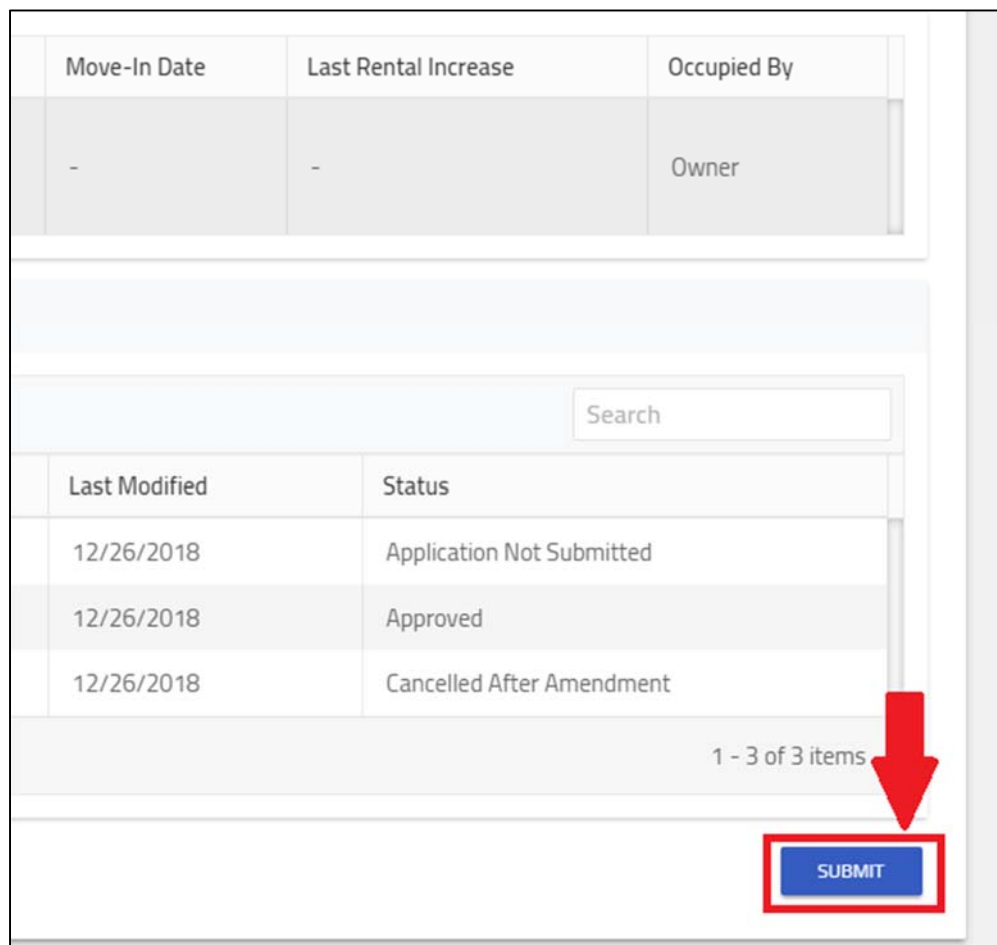
A screenshot of a web application interface. At the top, there is a search bar. Below it is a table with three columns: 'Created Date', 'Last Modified', and 'Status'. The table contains three rows of data. A large red arrow points from the top right towards the bottom right of the table. At the bottom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

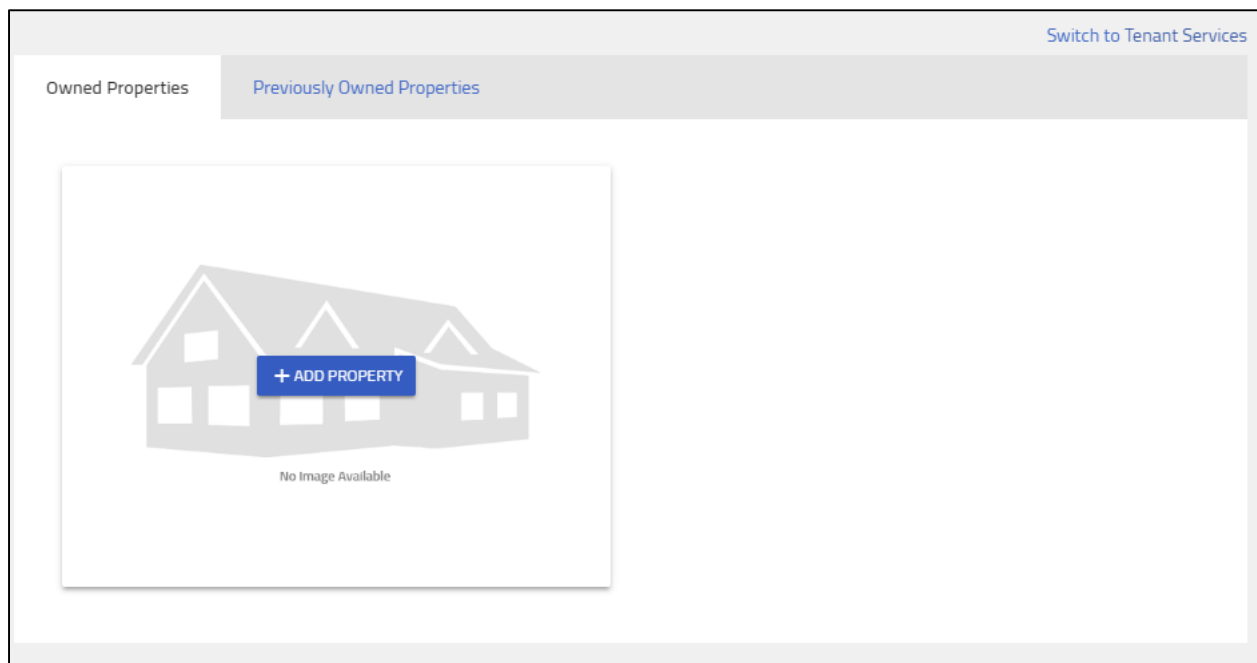
- Registration of a new tenant after a vacancy Change in Unit Occupancy
- Change in Manager Contact Information or Management
- Change in Owner Contact Information or Ownership

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

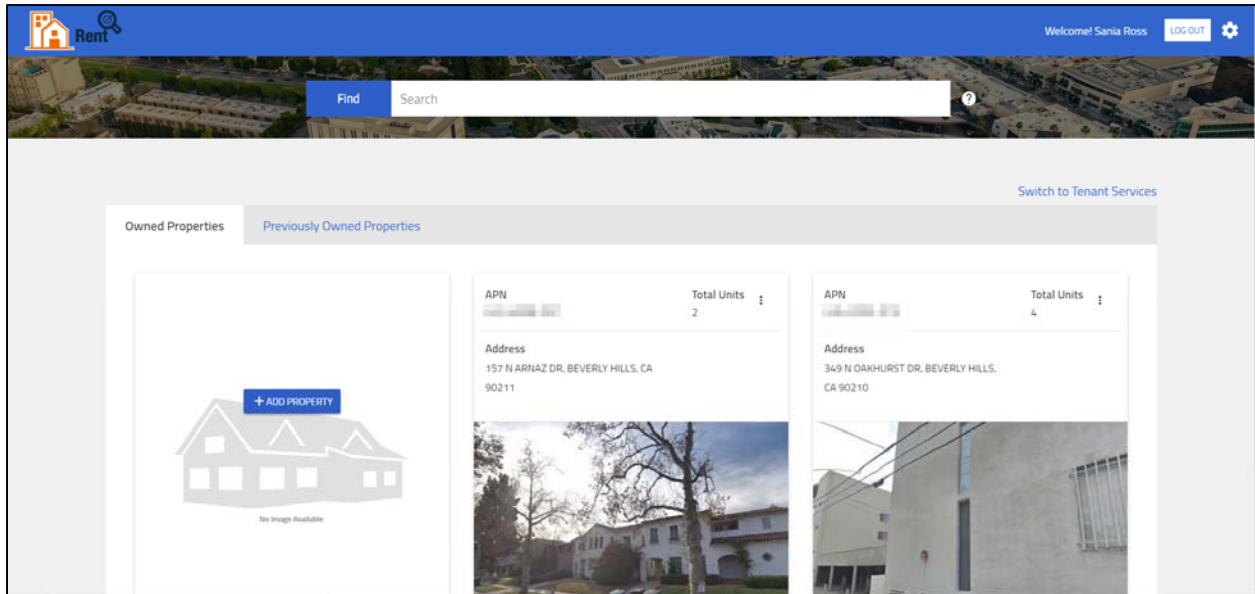
Understanding Your Owner Profile

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.

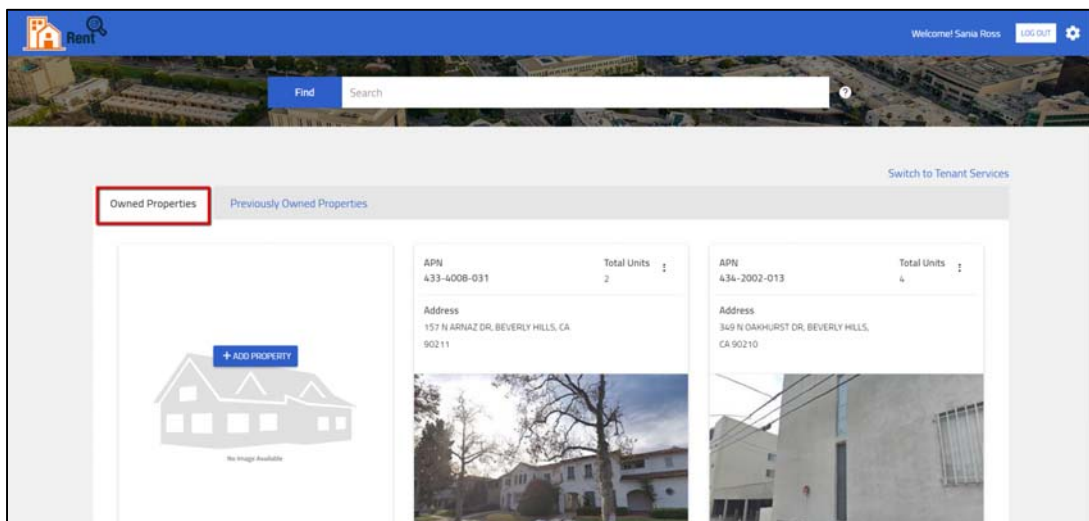


Alternatively, returning owners see properties they registered during 2017 registration or through a subsequent Owner Change Amendment.



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 greeting 'Welcome! Raymond Davis' with 'LOG OUT' and a settings 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