

1. If a Landlord desires to increase the Rent for a Covered Rental Unit in an amount greater than allowed by the City's Rent Control Ordinance, and the Landlord contends that the limitations on Rent increases in Culver City Municipal Code (CCMC) Section 15.09.215.B will prevent the landlord from receiving a fair and reasonable return with respect to the operation of the property containing the Covered Rental Unit, the Landlord may file a Rent Adjustment Application ("Application") with the Culver City Housing Division to request an increase in Rent beyond the amount permitted under Section 15.09.215.B.
2. All Applications will be reviewed by the Housing Division for completeness and the applicant will be notified of completeness or incompleteness within ten (10) business days of filing of the Application. If an Application is deemed to be incomplete, the Landlord will be notified in writing as to what additional information is required. The Application will be considered by the Director only after the Application has been deemed complete.
3. Within five (5) calendar days after the date the Landlord receives written notice that the Application is deemed complete by the Housing Division, the Landlord shall mail a copy of pages 1-3 of the Rent Adjustment Application and a copy of Tables A – M (any personal financial information may be redacted) by first class mail, postage prepaid, to all Tenants whose Rents are the subject of the Application. The Landlord need only mail the Rent Adjustment Application and tables, not the attached documentation.
4. Within ten (10) calendar days after the date the Landlord receives written notice that the Application is deemed complete by the Housing Division, the Landlord shall file with the City a proof of service signed under penalty of perjury stating that a copy of the Application and Tables was mailed to all such tenants.
5. The Rent Adjustment Application requires the Landlord to provide a statement indicating the basis on which the Landlord contends the limitations on Rent increases in the City's Rent Control Ordinance will prevent the Landlord from receiving a fair and reasonable return. The Tables attached to the Application allow the Landlord to provide evidence the Landlord wants the Director to consider.
6. It shall be a rebuttable presumption that the annual net operating income earned by a Landlord on June 11, 2019 and Rent increases allowed under the Interim Rent Control Ordinance and the current Rent Control Ordinance, CCMC Section 15.09.215, provide the Landlord with a fair and reasonable return with respect to the operation of their property. A Landlord shall have the burden to prove that the additional Rent increase is necessary to earn a fair and reasonable return with respect to the operation of their property.
7. Complete Rent Adjustment Applications will be considered by the Director, in accordance with Housing Division Guidelines, and the Director's decision will be issued no later than sixty (60) days after the Housing Division has deemed an Application complete. The Director's decision may be appealed to a hearing officer, in accordance with the procedures set forth in CCMC Section 15.09.240.
8. In evaluating the Rent Adjustment Application, the Director shall consider all relevant factors that may potentially impact a Landlord's ability to obtain a fair and reasonable return and shall consider the basis for the calculation of any increase in Rent, including all documentation attached to the Application.

<sup>1</sup> Capitalized terms shall have the same meaning as those terms set forth in the City's Rent Control Ordinance (CCMC Section 15.09.205).

9. Rent Adjustment Applications shall be submitted by mail or in person to: City of Culver City, Housing Division, 9770 Culver Blvd., Culver City, CA 90232, or by email to Rent.Control@CulverCity.org. Please note that all items must be included in the Application package in order for the Application to be considered complete.

**10. If the Landlord's Rent Adjustment Application is approved, Landlord shall not impose the approved Rent increase unless: (a) Landlord has provided written notice to the Tenant of the Rent increase for the Covered Rental Unit in accordance with California Civil Code Section 827; and (b) Landlord has registered the Covered Rental Unit as required by CCMC Section 15.09.230.**

11. If you have any questions about the Rent Adjustment Application process or forms, please contact the Housing Division at (310) 253-5790 or Rent.Control@CulverCity.org

<sup>1</sup> Capitalized terms shall have the same meaning as those terms set forth in the City's Rent Control Ordinance (CCMC Section 15.09.205).

## Rent Adjustment Application

**Instructions**

- Complete sections 1-9, below.
- Complete and attach Tables A - J. Attach Tables K, L, or M only if applicable.

**1. Property Information**

Street Address		AIN	
City		State	Zip
# Residential Units on Property		# Units Where Rent Increase Proposed	
Year Built		Certificate of Occupancy Date	Owner Purchase Date

**2. Owner Information** *If there are more than two owners, attach additional pages.*

Owner 1			
Trust/LLC/Business Name		Ownership %	
First Name		Last Name	
Email		Phone	
Mailing Address			
Street Address		Unit	
City		State	Zip

Owner 2			
Trust/LLC/Business Name		Ownership %	
First Name		Last Name	
Email		Phone	
Mailing Address			
Street Address		Unit	
City		State	Zip

**3. Authorized Agent Information** (if applicable)

*Instructions: Enter information for the person you authorize to sign documents related to this application for you.*

First Name		Last Name	
Email		Phone	
Mailing Address			
Street Address		Unit	
City		State	Zip

**4. Who is the primary point of contact for this application?**

- Owner 1    
  Owner 2    
  Authorized Agent

AIN: \_\_\_\_\_

Address: \_\_\_\_\_

**5. Basis for Application**

*Instructions: Explain in detail why the limitations on rent increases in CCMC 15.09.220 will prevent you from receiving a fair and reasonable return with respect to the operation of the property containing the covered rental unit. Attach additional pages, if necessary.*

**6. Define Your "Current Year"**

a) Enter in Box 6(a) below the last complete month and year before the month during which this Application will be filed. This is your "Current Year End Month". Example: If the Application will be filed with the City on December 8, 2020 enter "November 2020".

Box 6(a) Current Year End Month



AIN: \_\_\_\_\_

Address: \_\_\_\_\_

b) Enter in Box 6(b) below the month and year that is 11 months before the month and year in Box 6(a). This is your "Current Year Start Month". Example: If Box 6(a) is November 2020, enter "December 2019".

Box 6(b) Current Year Start Month

c) Enter in Box 6(c) the values from Box 6(b) and Box 6(a), as indicated. This is your "Current Year".

Box 6(c) Current Year:

to	
<i>6(b) Current Year Start Month</i>	<i>6(a) Current Year End Month</i>

**7. Business Tax Certificate**

Attach a copy of your Culver City Business Tax Certificate, if applicable. All residential rental properties with four (4) or more units being rented require a Business Tax Certificate.

**8. Rental Registry**

Attach a copy of the Culver City Rent Registration Certificate for each unit. If you have submitted a Residential Rental Registration Form but have not yet received your Certificate(s), attach a copy of the Residential Rental Registration Form.

**9. Certification**

I hereby certify that each of the covered rental units for which a rent adjustment is sought is properly registered with the City of Culver City.

I hereby certify that the condition of each of the covered rental units for which a rent adjustment is sought is in substantial compliance with all state and local health and safety laws. (No rent adjustment will be processed if the property is subject to an uncorrected citation or notice of violation of local housing, health or safety laws issued by a governmental agency.)

I understand that this Application, and any supporting attachments, are public documents and may be available for inspection by the public and the media, unless otherwise exempt from the California Public Records Act.

Under penalty of perjury under the laws of the State of California, I hereby certify that the foregoing information and that contained in this Application and any attached sheets is true and correct to the best of my knowledge and belief.

Under penalty of perjury under the laws of the State of California, I hereby certify that a copy of this Application will be mailed by first class mail, postage prepaid, to the tenants whose rents are the subject of this Application within five calendar days of filing this Application.

I hereby authorize and appoint the agent listed above to execute, under penalty of perjury, documents for this property. I agree to be bound by each document filed by this person to the same extent as if I had completed it myself.

Signature of Owner/Managing Partner	
Print First and Last Name	
Date	

Signature of Authorized Representative	
Print First and Last Name	
Date	

AIN: \_\_\_\_\_

Address: \_\_\_\_\_



Rent Adjustment Application  
**Table A: Net Operating Income Summary**

Instructions

- Complete lines 1 - 13, below, following the instructions in the column marked "Reference".
- Enter "Current Year" using Box 6(c) on Page 3 of the Rent Adjustment Application.

**Base Year (June 2018 - May 2019)**

Line	Description	Base Year Amounts	Reference
1	Total Rental Income		Table B, Column A, Line 21
2	Total Other Income		Table D, line 10
3	Gross Income		Line 1 + Line 2
4	Total Operating Expenses		Table E, line 12
5	<b>Net Operating Income (NOI)</b>		Line 3 - Line 4
6	<b>Monthly NOI</b>		Line 5 ÷ 12

**Current Year ( \_\_\_\_\_ to \_\_\_\_\_ )**

Line	Description	Current Year Amounts	Reference
7	Total Rental Income		Table B, Column B, Line 21
8	Total Other Income		Table D, line 20
9	Gross Income		Line 7 + Line 8
10	Total Operating Expenses		Table E, line 24
11	<b>Net Operating Income (NOI)</b>		Line 9 - Line 10
12	<b>Monthly NOI</b>		Line 11 ÷ Number of Full Months In Current Year

**Percent Change in Monthly NOI from Base Year to Current Year**

Line	% Change in Monthly NOI	Reference
13	(list to two decimal places)	$[(\text{Line } 12 - \text{Line } 6) / (\text{Line } 6)] \times 100$

AIN: \_\_\_\_\_

Address: \_\_\_\_\_



**Rent Adjustment Application**  
**Table B: Property Rental Income**

Instructions

- Complete the table, below, using the information from Table C for each unit.
- For properties with more than 20 units, attach additional sheets, and enter totals for all units on the first sheet, Columns A and B, Line 21.
- Enter "Current Year" using Box 6(c) on Page 3 of the Rent Adjustment Application.

Line	Unit #	Column A	Column B
		Base Year Rental Income <i>(from Table C, Line 13)</i>	Current Year Rental Income <i>(from Table C, Line 25)</i>
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21	<b>Total Rental Income</b>		

AIN: \_\_\_\_\_

Address: \_\_\_\_\_

Unit # : \_\_\_\_\_



### Rent Adjustment Application Table C: Individual Unit Rental Income

Instructions

● **Complete this worksheet for each unit in the subject property. Each unit must be on a separate sheet. For properties with multiple units, you will need to print multiple sheets.**

● You must complete for each unit in the subject property even if your Application is related to only one unit, or not every unit.

● You must attach two (2) copies of documentation for the rent amounts in each line below.

● Required documentation for Rental Income: any and all invoices, cancelled checks, receipts, ledger sheets, or other documents.

● Explain and attach documentation for rent loss due to vacancy, uncollected rents (bad debts), or other.

● Write "Table C, Unit #, Line #" on the top of each individual documentation corresponding to the appropriate unit's worksheet and line, below.

● Enter "Current Year" using Box 6(c) on Page 3 of the Rent Adjustment Application.

Unit #	
Number of Bedrooms	
Number of Bathrooms	
Current Monthly Rent	
Rent Increase Proposed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Amount of Proposed Rent Increase	
Start Date of Proposed Rent Increase	
Start Date Current Lease	
End Date Current Lease	

Form continues on page 2 →

AIN: \_\_\_\_\_

Address: \_\_\_\_\_

Unit # : \_\_\_\_\_

**Base Year (June 2018 - May 2019)**

Line	Month	Year	Rental Income
1	June	2018	
2	July	2018	
3	August	2018	
4	September	2018	
5	October	2018	
6	November	2018	
7	December	2018	
8	January	2019	
9	February	2019	
10	March	2019	
11	April	2019	
12	May	2019	
13	<b>Total Base Year Rental Income</b> <i>Sum Lines 1-12. Enter in Table B, Column A, in the row corresponding to the unit number.</i>		

**Current Year ( \_\_\_\_\_ to \_\_\_\_\_ )**

Line	Month	Year	Rental Income
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25	<b>Total Current Year Rental Income</b> <i>Sum Lines 14-24. Enter in Table B, Column B, in the row corresponding to the unit number.</i>		

AIN: \_\_\_\_\_

Address: \_\_\_\_\_



Rent Adjustment Application  
**Table D: Other Income**

Instructions

- Complete this worksheet for the entire subject property. Print additional sheets, if necessary.
- You must complete this worksheet for the entire subject property, even if your Application is related to only one unit, or not every unit.
- You must attach two (2) copies of documentation for the income amounts in each line below.
- Required documentation: any and all invoices, cancelled checks, receipts, ledger sheets, or other documents.
- Write "Table D, Line #" on the top of each individual documentation corresponding to the appropriate line, below.
- Enter "Current Year" using Box 6(c) on Page 3 of the Rent Adjustment Application

**Base Year (June 2018 - May 2019)**

Line	Category	Income
1	Laundry	
2	Garage	
3	Parking	
4	Storage	
5	Insurance Proceeds	
6	Security Deposit Interest	
7	Court Judgements	
8	Other 1	
9	Other 2	
10	<b>Total Base Year Other Income</b> <i>Sum Lines 1-9. Enter in Table A, Line 2</i>	

**Current Year ( \_\_\_\_\_ to \_\_\_\_\_ )**

Line	Category	Income
11	Laundry	
12	Garage	
13	Parking	
14	Storage	
15	Insurance Proceeds	
16	Security Deposit Interest	
17	Court Judgements	
18	Other 1	
19	Other 2	
20	<b>Total Current Year Other Income</b> <i>Sum Lines 11-19. Enter in Table A, Line 8.</i>	

AIN: \_\_\_\_\_

Address: \_\_\_\_\_



Rent Adjustment Application  
**Table E: Operating Expenses**

Instructions

- Complete this worksheet for the entire subject property. Print additional sheets, if necessary.
- You must complete this worksheet for the entire subject property, even if your application is related to only one unit, or not every unit.
- You must attach two (2) copies of documentation for the amounts in lines 1-6 and 13-18, below. Documentation for lines 7-11 and 19-23 is attached to each Table worksheet.
- Documentation includes: any and all invoices, bills, cancelled checks, receipts, ledger sheets, etc.
- Enter "Current Year" using Box 6(c) on Page 3 of the Rent Adjustment Application
- Amounts must match the amounts listed in the Table and Line shown in the "Reference" column.
- Write "Table E, Line #" on the top of each individual documentation corresponding to the appropriate line, below.

**Base Year (June 2018 - May 2019)**

Line	Category	Expense	Reference
1	Property Taxes		
2	Electricity		
3	Gas		
4	Water		
5	Trash		
6	Insurance		
7	Administrative/Management Expenses		Table F, Line 13
8	Repairs and Maintenance		Table G, Line 19
9	Owner Performed Labor		Table H, Line 20
10	License, registration or other fees		Table I, Line 13
11	Other Expenses		Table J, Line 13
12	<b>Total Base Year Expense</b> <i>Sum Lines 1-11. Enter in Table A, Line 4.</i>		

**Current Year ( \_\_\_\_\_ to \_\_\_\_\_ )**

Line	Month	Expense	Reference
13	Property Taxes		
14	Electricity		
15	Gas		
16	Water		
17	Trash		
18	Insurance		
19	Administrative/Management Expenses		Table F, Line 26
20	Repairs and Maintenance		Table G, Line 38
21	Owner Performed Labor		Table H, Line 40
22	License, registration or other fees		Table I, Line 26
23	Other Expenses		Table J, Line 26
24	<b>Total Current Year Expense</b> <i>Sum Lines 13-23. Enter in Table A, Line 10.</i>		

AIN: \_\_\_\_\_

Address: \_\_\_\_\_



Rent Adjustment Application

**Table F: Administrative & Management Expenses**

Instructions

- Complete this worksheet for the entire subject property. Print additional sheets, if necessary.
- You must complete this worksheet for the entire subject property, even if your Application is related to only one unit, or not every unit.
- You must attach two (2) copies of documentation for the amounts in each line below.
- Examples of documentation includes receipts, invoices, contracts, etc.
- Write "Table F, Line #" on the top of each individual documentation corresponding to the appropriate line, below.
- Enter "Current Year" using Box 6(c) on Page 3 of the Rent Adjustment Application.

**Base Year (June 2018 - May 2019)**

Line	Description	Expense
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13	<b>Total Base Year Expense</b> <i>Sum Lines 1-12. Enter in Table E, Line 7.</i>	

**Current Year ( \_\_\_\_\_ to \_\_\_\_\_ )**

Line	Description	Expense
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		
24		
25		
26	<b>Total Current Year Expense</b> <i>Sum Lines 14-25. Enter in Table E, Line 19.</i>	



*Instructions*

- Complete this worksheet for the entire subject property. Print additional sheets, if necessary.
- You must complete this worksheet for the entire subject property, even if your Application is related to only one unit, or not every unit.
- Examples of repairs and maintenance include: gardening, minor plumbing repairs, etc.
- Capital improvement costs are not repairs and maintenance and should not be included in this Table.
- You must attach two (2) copies of documentation for the amounts in each line below.
- Examples of documentation includes receipts, invoices, contracts, etc.
- Write "Table G, Line #" on the top of each individual documentation corresponding to the appropriate line, below.
- Enter "Current Year" using Box 6(c) on Page 3 of the Rent Adjustment Application.

**Base Year (June 2018 - May 2019)**

Line	Description	Expense
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19	<b>Total Base Year Expense</b> <i>Sum Lines 1-18. Enter in Table E, Line 8.</i>	

AIN: \_\_\_\_\_

Address: \_\_\_\_\_

Current Year ( \_\_\_\_\_ to \_\_\_\_\_ )

Line	Description	Expense
20		
21		
22		
23		
24		
25		
26		
27		
28		
29		
30		
31		
32		
33		
34		
35		
36		
37		
38	<b>Total Current Year Expense</b> <i>Sum Lines 20-37. Enter in Table E, Line 20</i>	

Instructions

- Complete this worksheet for the entire subject property. Print additional sheets, if necessary.
- You must complete this worksheet for the entire subject property, even if your Application is related to only one unit, or not every unit.
- Examples of "Unskilled Labor": collecting rents, keeping records, mowing or watering lawn, cleaning, sweeping, driving to bank, buying supplies, making telephone calls to tenants, arranging for handy persons
- Examples of "Semi-Skilled Labor": painting, minor plumbing, minor repairs, planting
- Examples of "Skilled Labor": jobs requiring formal training, education, or work experience: electrical, plumbing, carpentry
- Enter a reasonable hourly rate (\$/hour) where indicated for each class of labor. The accepted reasonable hourly rate is at the discretion of the Director. If the rate for self-labor is determined to be unreasonable, the Director has the authority to reject or modify the amount.
- You must attach two (2) copies of documentation for the amounts in each line below.
- Write "Table H, Line #" on the top of each individual documentation corresponding to the appropriate line, below.
- Enter "Current Year" using Box 6(c) on Page 3 of the Rent Adjustment Application.

Base Year (June 2018 - May 2019)			Total Labor Expense at the Given Rates (Multiply Rate Listed by Number of Hours)		
Line	Description of Work and Number of Hours	Date & Time	Unskilled (\$__ /hr)	Semi-Skilled (\$__ /hr)	Skilled (\$__ /hr)
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19	Subtotal expense for each rate				
20	<b>Total Base Year Expense</b> <i>Sum of three subtotal amounts in Line 19</i> <i>Enter in Table E, Line 9</i>				

AIN: \_\_\_\_\_

Address: \_\_\_\_\_

Current Year ( \_\_\_\_\_ to \_\_\_\_\_ )

**Total Expense at the Given Rates  
(Multiply Rate Listed by Number of  
Hours)**

Line	Description of Work and Number of Hours	Date & Time	Unskilled (\$__ /hr)	Semi-Skilled (\$__ /hr)	Skilled (\$__ /hr)
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					
31					
32					
33					
34					
35					
36					
37					
38					
39	Subtotal expense for each rate				
40	<b>Total Current Year Expense</b> <i>Sum of three subtotal amounts in Line 39. Enter in Table E, Line 21.</i>				

AIN: \_\_\_\_\_

Address: \_\_\_\_\_



**Rent Adjustment Application**  
**Table I: License, Registration, or Other Fees**

Instructions

- Complete this worksheet for the entire subject property. Print additional sheets, if necessary.
- You must complete this worksheet for the entire subject property, even if your Application is related to only one unit, or not every unit.
- Only enter license and registration fees required by law to the extent same are not otherwise paid by tenants.
- Write "Table I, Line #" on the top of each individual documentation corresponding to the appropriate line, below.
- Enter "Current Year" using Box 6(c) on Page 3 of the Rent Adjustment Application

**Base Year (June 2018 - May 2019)**

Line	Description	Expense
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13	<b>Total Base Year Expense</b> <i>Sum Lines 1-12. Enter in Table E, Line 10.</i>	

**Current Year ( \_\_\_\_\_ to \_\_\_\_\_ )**

Line	Description	Expense
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		
24		
25		
26	<b>Total Current Year Expense</b> <i>Sum Lines 14-25. Enter in Table E, Line 22.</i>	

AIN: \_\_\_\_\_

Address: \_\_\_\_\_



Rent Adjustment Application

**Table J: Other Expenses**

Instructions

- Complete this worksheet for the entire subject property. Print additional sheets, if necessary.
- You must complete this worksheet for the entire subject property, even if your Application is related to only one unit, or not every unit.
- Only enter expenses that are not covered by the proceeding worksheets.
- You must attach two (2) copies of documentation for the amounts in each line below.
- Write "Table J, Line #" on the top of each individual documentation corresponding to the appropriate line.
- Enter "Current Year" using Box 6(c) on Page 3 of the Application for Rent Increase Form.

**Base Year (June 2018 - May 2019)**

Line	Description	Expense
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13	<b>Total Base Year Expense</b> <i>Sum Lines 1-12, Enter in Table E, Line 11.</i>	

**Current Year ( \_\_\_\_\_ to \_\_\_\_\_ )**

Line	Description	Expense
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		
24		
25		
26	<b>Total Current Year Expense</b> <i>Sum Lines 14-25. Enter in Table E, Line 23.</i>	

Instructions

- Only complete this worksheet if you paid for capital improvements during the Current Year.
- Capital improvements include (1) the addition or replacement of of the following types of improvements to a rental unit(s) or common areas of the building in which the rental unit(s) are located, provided such improvements have a useful life of five (5) years or more: air conditioning, security gates and other security items, swimming pool, sauna or hot tub, fencing, garbage disposal, washing machine or clothes dryer, dishwasher, major appliances, meter conversions, children’s play equipment permanently installed on the premises, and other similar improvements as determined by the Housing Division; (2) substantial improvements, renovation or replacement of any structural, electrical, plumbing, or mechanical system that requires a permit pursuant to State or local law, such as a required seismic retrofit; (3) abatement of hazardous materials, such as lead-based paint or asbestos, in accordance with applicable federal, State, and local laws.
- Capital improvements do not include regular maintenance or repairs, which are reported in Table G.
- You may include both capital improvements eligible and not eligible for pass-through cost recovery.
- Do not include any cost that has been or will be passed-through to tenants through the City's Capital Improvement Cost Recovery Pass-Through program. If you enter "Yes" in column E, the amount in Column F should not include any costs that have been or will be passed-through to tenants.
- Complete this worksheet for the entire subject property. Print additional sheets, if necessary.
- You must complete this worksheet for the entire subject property, even if your Application is related to only one unit, or not every unit.
- You must attach two (2) copies of documentation for each item supporting the scope of work, cost, and dates of work, such as receipts, invoices, and contracts.
- Write "Table K, Line #" on the top of each individual documentation corresponding to the appropriate line, below.
- For "Amortization Period", use the amortization schedule published by the Housing Division, available at <https://www.culvercity.org/rent> .
- For "Annual Amortized Cost", enter the cost of each improvement divided by its amortization period.
- For "Annual Amortized Cost Attributeable to Current Year", enter the Annual Amortized Cost multiplied by (Y/12) where Y is the number of months during the Current Year that were within the Amortization Period after the Date of Completion
- Do not include the cost of financing in the Total Capital Cost.
- Enter "Current Year" using Box 6(c) on Page 3 of the Rent Adjustment Application
- Landlords applying for capital improvement cost recovery pass-throughs must use the separate Pass-Through Cost Recovery Application, not this Application.

*Form continues on page 2 →*

AIN: \_\_\_\_\_

Address: \_\_\_\_\_



A Line	B Unit(s) Benefited (or "All")	C Description of Improvement	D Date Completed	E Any Portion Passed- Through to Tenants? <i>Yes or No</i>	F Total Capital Cost (Do not include costs passed- through.)	G Estimated Amortization Period	H Annual Amortized Cost	I Annual Amortized Cost Attributeable to Current Year
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20	<b>Total Current Year</b> <i>Sum of Column I, Lines 1-19. Enter in Table D, Line 24</i>							



AIN: \_\_\_\_\_

Address: \_\_\_\_\_



**Rent Adjustment Application**  
**Table L: 6/11/19 Rents Not Reflective of General Market Conditions**

Instructions

- Complete this worksheet only if you believe that base rents at one or more units did not reflect market conditions on June 11, 2019 due to peculiar circumstances (e.g. where base year rent for one or more units was not the result of an arms-length transaction).
- You must attach two (2) copies of all relevant documentation, including copies of lease agreements confirming all dates and rent amounts; expert witness reports and writings on which the expert witness reports and/tesimony is based.
- Enter complete information below for units for which you are making the claim that 6/11/19 rents did not reflect market conditions. Enter the Claim Basis Code (example: "A") that reflects the basis of your claim, referring to the "Claim Basis Code Key", below. Attach additional pages, if necessary.

Line	Unit #	June 11, 2019 Rent	Current Rent	Date of Last Rent Increase Prior to June 11, 2019	Dollar Amount of Increase (at Last Rent Increase Prior to 6/11/19)	Claim Basis Code (see Key, below)
1						
2						
3						
4						
5						
6						
7						
8						

**Claim Basis Code Key**

Code	Basis of your claim that the unit's June 11, 2019 rent did not reflect market conditions at the time.
<b>A</b>	The rent on 6/11/19 was established by a lease or other formal rental agreement which provided for substantially higher rent at other periods during the term of the lease.
<b>B</b>	The rent on 6/11/19 was substantially higher or lower than at other times of the year by reason of seasonal demand or seasonal variations in rents.
<b>C</b>	The rent on 6/11/19 was substantially higher or lower than preceding months by reason of premiums being charged or rebates being given for reasons unique to particular units or limited to the period determining the base rent.
<b>D</b>	There existed a special relationship between the landlord and tenant (i.e. a family or close friend relationship) on 6/11/19 that resulted in an undercharging of rent.
<b>E</b>	The tenant on 6/11/19 lawfully assumed maintenance responsibilities in exchange for low rent increases or no rent increases.
<b>F</b>	Any other special or peculiar circumstances which establish that the base rent was not set as the result of an arms-length transaction on 6/11/19. Please attach an explanation of those circumstances.

AIN: \_\_\_\_\_

Address: \_\_\_\_\_



**Rent Adjustment Application**  
**Table M: Base Year Expenses Unusually High or Low**

Instructions

- Complete this worksheet only if you believe that Base Year operational expenses were unusually high or low compared to other years.
- You must attach two (2) copies of all relevant documentation, including for each of the five years preceding the base year, and supporting your reason for an expense being unusually high or low.
- If more than three expense items were unusually high or low, attach additional pages.

Expense Item 1	Expense Amount					
	Base Year (June 2018 - May 2019)	2018	2017	2016	2015	2014
Expense Description:						
Reason for expense being unusually high or low:						

Expense Item 2	Expense Amount					
	Base Year (June 2018 - May 2019)	2018	2017	2016	2015	2014
Expense Description:						
Reason for expense being unusually high or low:						

Expense Item 3	Expense Amount					
	Base Year (June 2018 - May 2019)	2018	2017	2016	2015	2014
Expense Description:						
Reason for expense being unusually high or low:						