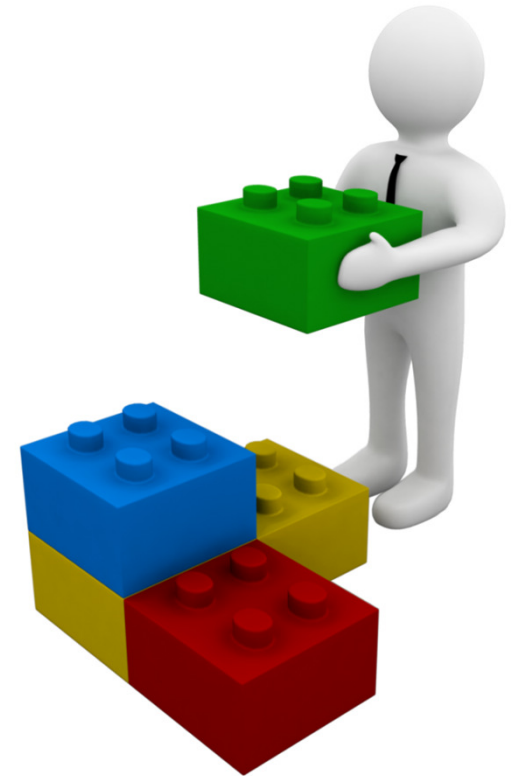


Landlord Basics



Gain a basic understanding of the Rent Stabilization Ordinance, landlord rights and responsibilities.

WARNING

This presentation explains some of the basic provisions of the City of West Hollywood Rent Stabilization Ordinance and California landlord/tenant law.

It is not intended to act as a substitute for legal advice or for reading the law itself.

Is your property governed by the City's Rent Stabilization Ordinance?

Landlord Basics – City of West Hollywood: Building Blocks Educational Series

Property Type	Governed by:					
	Entire Rent Stabilization Ordinance	Maintenance Section 17.56	Evictions Section 17.52	Harrasment Section 17.52.090	HACoLA Rules	Exempt
Multi-Family Buildings Constructed before 7/1/1979	✓	✓	✓	✓		
New Construction built after 7/1/1979			✓	✓		
Single Family Homes			✓	✓		
Condominiums Not occupied 01/01/96			✓	✓		
Section 8 Units	✓	✓	✓	✓	✓	
Inclusionary Units		✓	✓	✓		
Government HACoLA						✓
Non-Profit WHCHC						✓

AGREEING TO RENT

- Rent Stabilized Units vs. Non-Rent Stabilized
 - Check for rent stabilization status
 - Disclosure obligation
 - Market rate rents

AGREEING TO RENT

- Initial Rent Application
 - Credit Check Fees
 - Holding Deposits
- Lease
 - Rent amounts
 - How much?
 - To whom is the rent paid?
 - Method of payment
 - Electronic payments (not the only way)

AGREEING TO RENT

- Lease (continued)
 - When is rent due?
 - Grace period
 - Late fees
 - Who can live in the unit?
 - Define guests
 - Define “Normal Business Hours”
 - Move-out Notices
 - < 30 days
 - Concurrent when rent is due



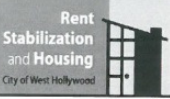
AGREEING TO RENT

- Lease (continued)
 - Renter’s Insurance
 - Subleases
 - No Smoking in Unit or Common Areas
 - RUBS- Ratio Utility Billing System
 - Not Allowed
 - Side Agreements
 - Examples that are legal
 - Examples that are illegal

AGREEING TO RENT

- Lease (continued)
 - Security Deposit (CA Law §1954.)
 - Maximum Amount
 - Pet Deposit
 - Last month's rent
 - Security Deposit Interest
 - Keys for Unit

Landlord Basics – City of West Hollywood: Building Blocks Educational Series



**City of West Hollywood
Rent Stabilization & Housing Division**
8300 Santa Monica Boulevard
West Hollywood, CA 90069
(323) 848-6450

Re-Registration of New Tenancies in a Unit

Unit Address: _____

Street Number
Street Name
Unit Number

Disclosure to New Tenant(s): This unit is subject to the West Hollywood Rent Stabilization Ordinance and Regulations. Copies may be obtained from the Division at the address listed at the top of this form during regular business hours. Adjustments to the rent are limited to those authorized by the Rent Stabilization & Housing Division. The annual general adjustment may be taken no earlier than 12 months after the inception of the tenancy and no earlier than 12 months since the last general adjustment in rent was taken.

New Tenant(s): _____ **Phone:** (____) _____

Please Print Name(s)
Daytime

Move-in Date: _____ **Initial Rent Rate: \$** _____

mm/dd/yy
(Do not include the monthly registration fee pass-through)

Housing Services:
Check box(es) if provided

Floor Coverings:

Carpet
 Ceramic Tile
 Hardwood
 Laminate
 Linoleum
 Vinyl
 Other _____

Air Conditioning:

Central Air
 Window Unit (# of Units _____)

No. of Bedrooms: _____
Quantity

Window Coverings:

Blinds
 Drapes
 Shades
 Other _____

How Many Parking Spaces Are Provided with this Unit? _____

Assigned Parking
 Covered Parking
 Security Parking
 Other _____

Owner paid Electric
 Owner paid Gas
 Carbon Monoxide Detector
 Smoke Detector

In Unit Washer
 In Unit Dryer
 Microwave
 Dishwasher
 Garbage Disposal
 Refrigerator
 Stove/Oven

Balcony
 Fireplace
 Furnishings
 Ceiling Fan(s)
 Storage
 Other _____

(Office Use Only)

Signature of New Tenant(s): _____ **Date:** _____

Owner / **Agent Information:** **Check here if there is a change in address, owner or agent information.**
(Please check one) (If you checked the box above, a [Property Information Update](#) form must be completed)

Name: _____ **Phone:** (____) _____

Please Print Name
Daytime

Mailing Address: _____

City, State & Zip Code: _____, _____, _____

City
State
Zip Code

Declaration: The undersigned certifies that this unit does not have any health, safety, fire or building code violations which have been unabated for sixty (60) days or longer. The undersigned also certifies that the previous tenancy has not been terminated by the owner by notice pursuant to California Civil Code Sec. 1946 or has not been terminated upon a change in terms of tenancy noticed pursuant to California Civil Code Sec. 827, except a change permitted by law in the amount of rent or fees. I declare under penalty of perjury under the laws of the State of California that the foregoing and all attached pages, including documentation, are true, correct and complete.

Signature of **Owner** / **Agent:** _____ **Date:** _____
(Please check one) mm/dd/yy

Print Name: _____

+ / - _____ **Code Review** _____ **(Office Use Only)**

Parcel No. _____ **QC Done** _____ **Date:** _____ **Rep:** _____

Online Re-Registration
Available March 2019




AT THE START OF THE TENANCY

- Re-registration Requirement
 - Failure to comply
 - Ineligible to implement the annual general adjustment
 - For tenancies where the increase was implemented illegally, the tenant is entitled to recover rent overcharges.
 - 3 year limitation

IN PLACE TENANCY

- Maintenance Standards
 - RSO Section 17.56.010
- Housing Services
 - RSO Section 17.08.010(10) - definition
- Requirements for:
 - Posting Emergency Telephone Numbers
 - Building with 5 or more Units
 - Resident Manager
 - Building with 16 or more Units
 - Posting of Hours of Business
 - Emergency Telephone Numbers

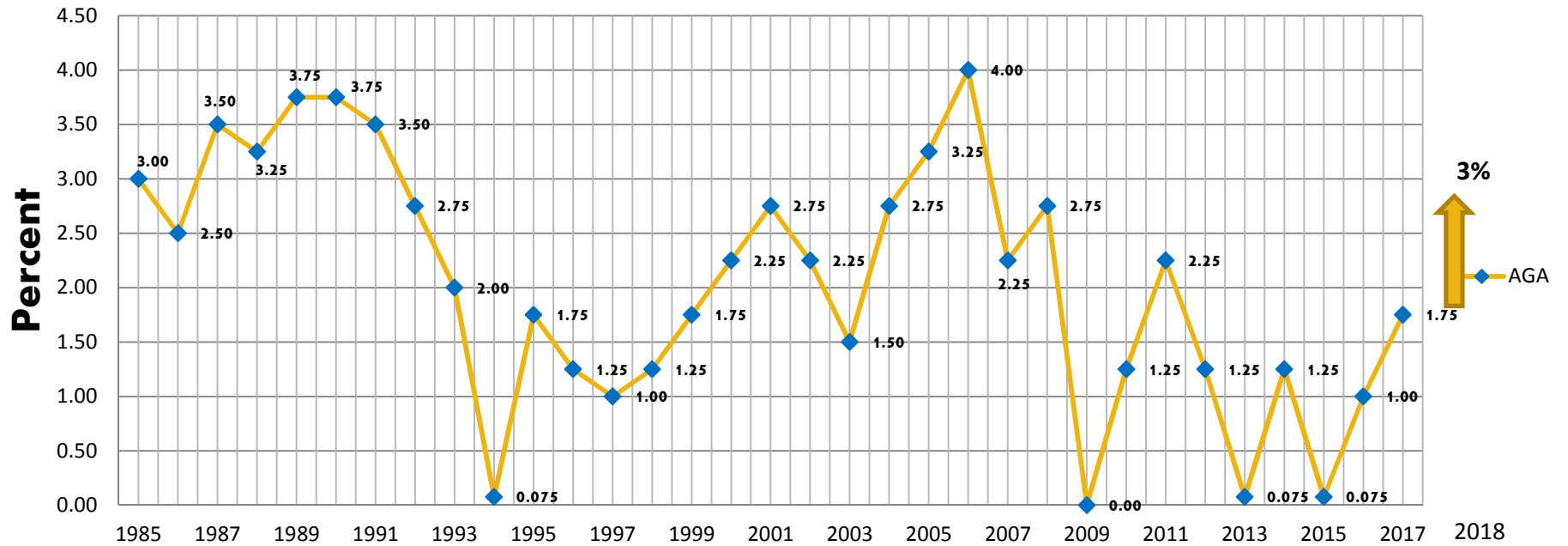
IN PLACE TENANCY

- Landlord's Right to Enter
(CA Law § 1954.a)
 - Reasons for entry
 - Noticing Requirements
 - Normal Business Hours 

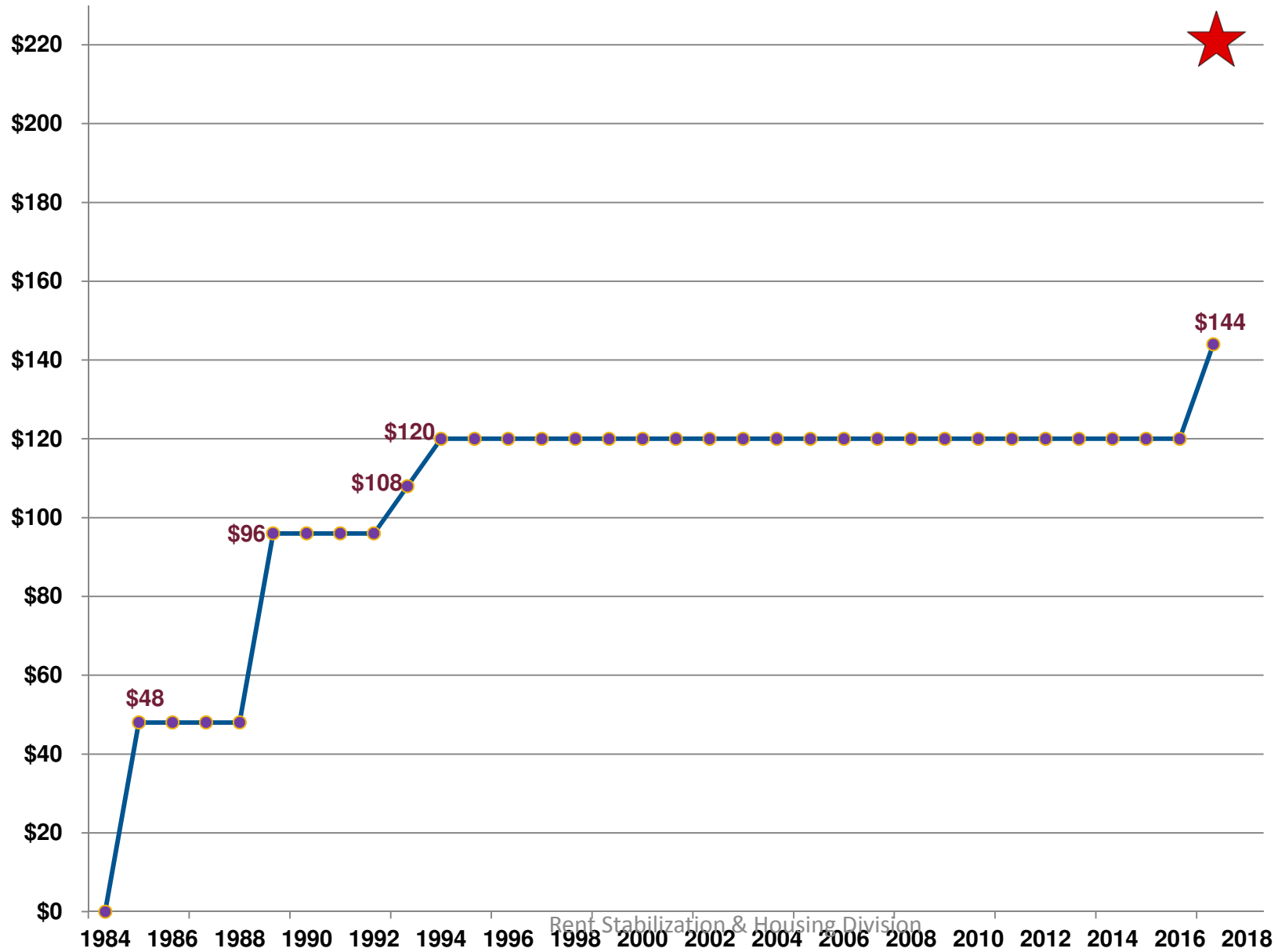
IN PLACE TENANCY

Annual Registration Fee –History of Increases

History of Annual General Adjustments



History of Registration Fee Increase



IN PLACE TENANCY

- Increase per Unit
 - Effective 7/1/17 - \$144
 - Pass-through to tenants
 - Exemptions
 - Section 8 Units
 - Owner/Relative Occupancy

IN PLACE TENANCY

- Code Compliance
 - Maintenance Standards
 - Zoning Code Section 19.30.030
 - Required Repairs
 - Notice of Violation
 - Temporary Repossession of Unit
 - Citations/Court Cases

IN PLACE TENANCY

- Code Compliance
 - Short Term Rentals

Please call the Code Compliance Division at **(323)848-6516** for more information or to file a complaint.



IN PLACE TENANCY

- Hearings Process
 - Types of Hearings
 - MAR
 - Rent Overcharges
 - Non-compliance to Maintenance Standards
 - Reduction in Housing Services
 - Appeals to the Rent Stabilization Commission

AT VACANCY

- Security Deposit Refund [CA Law 1950.5(a)]
 - Voluntary inspection before move-out.
 - What can be deducted?
 - Establishing a refund amount
 - Required Itemized list of deductions
 - Refund deadline
 - Small Claims Court

Questions?