



CITY OF MAYWOOD
4319 E Slauson Ave
Maywood, California 90270
(323) 562-5700
Housing@cityofmaywood.org

Application for Pass-Through of Capital Improvement Costs for Rental Units in the City of Maywood

The Rent Stabilization Ordinance 23-07 (“Ordinance”) allows a maximum rent increase during any 12-month period of four percent (4%), or by the change in the Consumer Price Index (CPI), whichever is less, further described in Section 8-21.06 of the Ordinance. A property owner (“Applicant”) may petition for a pass-through cost to the tenants to cover expenses incurred to complete a capital improvement for their property. The Applicant shall bear the burden of establishing that the improvement, addition or major repair has a useful life of five (5) years or more. Section 8-21.08 details the requirements for an Application for Pass-Through of Capital Improvement Costs (“Application”).

If you have any questions regarding the Application, please call a representative at (323) 562-5700 or housing@cityofmaywood.org. A copy of the Ordinance can be found [here](#).

The Ordinance details the following process for the submission of an Application in Sections 8-21.08 and 8-21.16. The following is provided for your reference. Please review the Ordinance for additional details

- The Application shall be submitted to the Building & Planning Department (“Department”) in person or by email to housing@cityofmaywood.org. Emailed submissions shall have a subject line titled “Application for Pass-Through of Capital Improvement Costs – Last Name”.
- The Application will be reviewed by the Building & Planning Department Director (“Director”) to determine if the required information and documentation were submitted. The Applicant will be notified if the Application is accepted or deemed incomplete.
- The Director may request documents, interview witnesses and affected parties, and gather necessary evidence to review the Application.
- The Director’s decision will be provided in a notice of decision to the Applicant. Applicant must provide a copy of the notice of decision approving a pass through to tenants within five calendar days after the decision date. If the Director approves the Application the Applicant may pass through the approved costs provided that the Applicant (1) provides written notice to tenants in accordance with Civil Code section 827 and (2) the Applicant has registered each rental unit and is current on payment of registration fees.
- The Director’s decision may be appealed to a hearing officer in accordance with the procedures set forth in Section 8-21.16. An appeal must be filed within 30 calendar days of the decision date.
- If the Director’s decision is appealed, the hearing officer will schedule a hearing to act upon the petition. The hearing will be held no sooner than fifteen (15) days and no later than sixty (60) days of acceptance, unless the hearing officer finds good cause to extend the time.
- The hearing officer will send notice of the hearing date, time, and location to the appealing party. The appealing party must notify the other affected parties within five calendar days of receipt of the notice.
- The hearing will be open to the public; however, the hearing officer will only consider the administrative record that was subject to the Department’s final decision.

- The hearing officer will issue a written decision within 30 calendar days of the conclusion of the hearing. The hearing officer's decision is final; however, an aggrieved party may seek judicial review.

General Information

Property Name: _____ Telephone: _____

Property Address: _____

Property Owner(s): _____ Telephone: _____

Address: _____

Property Representative(s): _____ Telephone: _____

Address: _____

Property Attorney(s): _____ Telephone: _____

Address: _____

Total Number of Rental Units at Property: _____

Total Number of Rental Units Affected by Capital Improvements: _____

Date Property Built: _____ Date of Ownership: _____

Have you registered the property in the Rental Registry? ☐ No ☐ Yes

Do you currently have a pending Application with the City of Maywood for this same Property? ☐ No ☐ Yes

Briefly describe the location of the property.

Briefly explain the reasons for requesting a pass-through of capital improvement costs.

Utilities

Complete this section **only** if the Capital Improvement is utility related. In some cases, the California Public Utilities Commission rate differential is to be used to make capital utility-related repairs. If the Capital Improvement is not utility related, skip this section.

Electricity (please check one)

- _____ Residents pay directly to utility company (proceed to the Natural Gas section below)
- _____ Residents are billed by the owner based on their meter reading (proceed to A, below)
- _____ Cost of utility is included in the rent.

A. Electricity pass-through	Fill the amount paid and collected for Electricity. (Most Recent 12-Month Calendar Year Period)
1. Amount collected from residents	
2. Amount billed by utility company	
Difference (1. Minus 2.)	

Natural Gas (please check one)

- _____ Residents pay directly to utility company (proceed to the Water section below)
- _____ Residents are billed by the owner based on their meter reading (proceed to B, below)
- _____ Cost of utility is included in the rent.

B. Natural Gas pass-through	Fill the amount paid and collected for Natural Gas. (Most Recent 12-Month Calendar Year Period)
1. Amount collected from residents	
2. Amount billed by utility company	
Difference (1. Minus 2.)	

Water (please check one)

- _____ Residents pay directly to utility company.
- _____ Residents are billed by the owner based on their meter reading (proceed to C, below)
- _____ Cost of utility is included in the rent.

C. Water pass-through	Fill the amount paid and collected for Water. (Most Recent 12-Month Calendar Year Period)
1. Amount collected from residents	
2. Amount billed by utility company	
Difference (1. Minus 2.)	

Capital Improvement Category

Please indicate below the nature of the Capital Improvement. Mark all that apply.

Category	Capital Improvement Total Cost
1. Air Conditioning	\$ _____
2. Carpeting	\$ _____
3. Installation of Children's Play Equipment	\$ _____
4. Complete Exterior Painting	\$ _____
5. Draperies	\$ _____
6. New Electrical System	\$ _____
7. Fencing	\$ _____
8. New Mechanical System	\$ _____
9. New Plumbing System	\$ _____
10. Roof Replacement	\$ _____
11. Sauna or Hot Tub Installation	\$ _____
12. New Security Gates	\$ _____
13. Streets	\$ _____
14. Structural	\$ _____
15. Stucco	\$ _____
16. Swimming Pool Installation	\$ _____
Other (list separately by type)	
17.	\$ _____
18.	\$ _____
19.	\$ _____
20.	\$ _____
21.	\$ _____
22.	\$ _____
23.	\$ _____
Total Capital Improvement Expenses	\$ _____

Was a permit obtained for any of the work outlined above? ☐ No ☐ Yes

Permit Number(s): _____

Completed Capital Improvement/Rehabilitation Work Expenses

List and describe Capital Improvements or rehabilitation work related to the residential real property specified in the Application.

Only include improvements/rehabilitation work completed within 12 months of the date of this Application.

(Please Complete this Sheet for Each Capital Improvement)

1. Capital Improvement/Rehabilitation Work: _____
2. Date of Completion: _____
3. Was the Capital Improvement financed? ☐ No ☐ Yes
4. If yes, what is the interest rate? _____
5. Total number of Rental Units benefitted: _____
6. List Rental Units benefitted; _____

Rental Unit No.	Square Footage	Current Tenants	Date Tenancy Began	Dates Resident Displaced	Current Rent

7. Was there a time resident(s) was/were not permitted to use rental unit(s)? If no, move on to number 8. If yes, please explain (what rental units, what periods of time, reason for displacements, etc.):

8. Is this a mixed-use property? If not, move on to number 9. If yes, what is total square footage of real property? _____ What is total square footage of residential real property? _____.

9. Were you reimbursed for Capital Improvements (I.e., insurance, court-awarded damages, subsidies, etc.)? If not, move on to number 10. If yes, please list amount reimbursed: _____.

10. Is there a fee charged to the resident(s) associated with the use of the Capital Improvement? If not, move on to the next Section. If yes, what is the amount fee and how often is it assessed? _____

Brief Description

Provide an estimated calculation of the total amortized cost of the Capital Improvements on a monthly basis for each rental unit.

Units Benefitted (Circle All or list Unit ID)	Improvement Cost	Cost of Financing	Total Cost¹	Amortization Period (# of Years)	Total Annual Amortized Cost²
All _____	\$ _____	\$ _____	\$ _____		\$ _____

¹Improvement Cost plus Cost of Financing

²Improvement Cost divided by Authorization Period

Current Rent Charged and Requested Capital Pass-Through Costs

List the current rent charged and requested capital pass-through costs for each individual unit related to the residential unit space or spaces specified in the Application.

Unit Number	Current Rent Charged	Requested Capital Pass-Through	Rent Increase	Date of Last Rent Increase

(Please Complete This Sheet as Needed)

Completing the Application

The owner(s), or authorized representative of the owner(s), must complete the Application and include all supporting documentation. If the information requested is not available indicate this fact and give the reason for its unavailability.

Please submit receipts, ledgers, invoices and all supporting documentation by categories as listed below.

Required Documentation

- A. Copies of all invoices canceled checks, receipts, and ledger sheets or other documents that substantiate the nature, cost, and payment for each Capital Improvement. Supporting documentation must show the type of improvement, the cost, and the payment in full.
- B. Additional documentation:
 - 1. Rent collected from all tenants.
 - 2. Leases entered between the applicant and the affected tenant(s).
 - 3. If the Capital Improvement is utility-related, provide verified amounts billed and paid for electricity, gas, water, and trash service.
 - 4. Owner-performed labor listed on the Application for capital improvement expenses. Documentation must show the date, time, nature of work performed, rental unit in which the work was performed, and the specific capital improvement expense the work is related to; and,
 - 5. Supporting documentation to show the date the building permit for the Capital Improvement was issued, or the date the work started if a building permit was not required.

After the Application is submitted, it will be reviewed by the Director to make sure it contains all necessary information. An application will only be considered by the Director if it is complete. You will be notified if the submission is incomplete or if any further information is necessary.

Owner's and Representative's Declaration
Under Penalty of Perjury

I declare as follows:

I am the owner, or authorized representative of the owner(s), of said residential property involved subject to this Application.

I am authorized to submit this Application and supporting documentation on behalf of the residential property subject to this Application.

I understand that the Application, and any supporting documentation are public documents and may be subject to public disclosure under the California Public Records Act.

I declare under penalty of perjury under the laws of the State of California that the information, documentation and statements contained in this Capital Improvement Application are true and correct to the best of my knowledge.

Owner

Executed this _____ (Day) of _____ (Month), 20_____ (Year) at
_____(City), California.

Signed

Print Name

Title

le

Mailing Address

City, State, Zip

Telephone

Representative (if applicable)

Executed this _____ (Day) of _____ (Month), 20____ (Year) at
_____(City), California.

Signed

Print Name

Title

Mailing Address

City, State, Zip

Telephone

**This section does not need to be notarized.*