



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

Landlord Rent Adjustment Application

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. An owner of a residential real property (“Applicant”) may apply for a rent increase in excess of the published allowable increase in order to obtain a fair and reasonable return with respect to the operation of property containing the Rental Unit(s). The Applicant shall bear the burden of establishing that, without such an increase, they will not realize a fair and reasonable return on the property. Section 8-21.09 details the requirements for submitting a Landlord Rent Adjustment Application (“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 Section 8-21.09 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 “Landlord Rent Adjustment Application – 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 rent increase to tenants within five calendar days after the decision date. If the Director approves the Application, the Applicant may pass through the approved rent increase 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: _____

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.

Explain in detail the reasons for requesting a rental increase, specifically why current limitations prevent the Applicant from obtaining a fair and reasonable return with respect to the operation of property containing the Rental Unit(s). Attach additional pages if necessary.

Rent Income

As provided below, list all residential property income. Use totals for your most recent 12-month calendar year period and base year for all units in the property/spaces.

Rent is defined in Section 8-21.02 of the Ordinance. Do not include any income collected for the provision of sub-metered gas and electricity expenses or reimbursements for utility company charges.

Rent	Annual Total	
	Base Year ¹ : _____	Most Recent 12-Month Calendar Year Period Year: _____
1. Total of unit/space rent	\$: _____	\$: _____

Fees (indicate what each fee is for)		
2. Late fees	\$ _____	\$ _____
3. Laundry Income	\$ _____	\$ _____
Other Fees (list separately by type)		
4.	\$ _____	\$ _____
5.	\$ _____	\$ _____
6.	\$ _____	\$ _____
7.	\$ _____	\$ _____
8.	\$ _____	\$ _____
Other (list separately by type)		
9.	\$ _____	\$ _____
10.	\$ _____	\$ _____
Total Gross Income	\$ _____	\$ _____

1. If you are a first-time Applicant in the year 2023 or afterward, the base year information utilized in this rent adjustment application must be from the calendar year 2023, the period preceding the date the Ordinance went into effect.

If you have previously submitted an application to the City of Maywood, the base year information in this application must be from the most recent 12-Month Calendar Year Period and information submitted in your most recent Application, whether or not your previous application was approved or denied.

Utilities

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.)	

Rent Comparative Analysis

Applicant must detail how the rental charges compare to residential real property spaces in the City.

Describe below amenities and services in your property that are provided within the current rent at no additional charge to tenants, in addition to the current average rent of your property.

Additionally, identify and describe comparable residential real properties in the City that offer similar amenities, services, unit/space count, and detail their current average rent. Provide documentation for each comparable property identified.

Operating Expenses

	Annual Total	
Item	Base Year	Most Recent 12-Month Calendar Year Period
1. Assessments	\$ _____	\$ _____
2. Electricity (common areas only)	\$ _____	\$ _____
3. Gas (common areas only)	\$ _____	\$ _____
4. Gardening	\$ _____	\$ _____
5. Insurance	\$ _____	\$ _____
6. Legal	\$ _____	\$ _____
7. Accounting	\$ _____	\$ _____
8. Licenses	\$ _____	\$ _____
9. Manager (if any)	\$ _____	\$ _____
10. Miscellaneous Supplies	\$ _____	\$ _____
11. Office Supplies	\$ _____	\$ _____
12. Real Property Taxes	\$ _____	\$ _____
13. Security	\$ _____	\$ _____
14. Street Sweeping	\$ _____	\$ _____
15. Trash (do not include charges reimbursed by tenants)	\$ _____	\$ _____
16. Water (do not include charges reimbursed by tenants)	\$ _____	\$ _____
17. Sewer (do not include charges reimbursed by tenants)	\$ _____	\$ _____
18. Cable (do not include charges reimbursed by tenants)	\$ _____	\$ _____
19. Owner-performed work	\$ _____	\$ _____
20. Pool Maintenance	\$ _____	\$ _____
21. Plumbing Maintenance	\$ _____	\$ _____
22. Normal Repairs	\$ _____	\$ _____
23. Street Maintenance	\$ _____	\$ _____
Other (list separately by type)		
24.	\$ _____	\$ _____
25.	\$ _____	\$ _____
Total Operating Expenses	\$ _____	\$ _____

Additional Repairs

In the most recent 12-month period and base year, has there been a need for repairs caused by circumstances other than ordinary wear and tear? If so, please briefly explain below and list relevant repair expenses:

--

Additional Repairs (list separately by type)		
	Base Year	Most Recent 12-Month Calendar Year Period
	\$ _____	\$ _____
	\$ _____	\$ _____
	\$ _____	\$ _____
	\$ _____	\$ _____
	\$ _____	\$ _____
	\$ _____	\$ _____
	\$ _____	\$ _____
	\$ _____	\$ _____
	\$ _____	\$ _____
	\$ _____	\$ _____
	\$ _____	\$ _____
	\$ _____	\$ _____
	\$ _____	\$ _____
	\$ _____	\$ _____
	\$ _____	\$ _____
	\$ _____	\$ _____
	\$ _____	\$ _____
	\$ _____	\$ _____
Total Maintenance and Repair Expenses	\$ _____	\$ _____

Completed Capital Improvement/Rehabilitation Work Expenses

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

Include improvements/rehabilitation work **only** completed during most recent 12-month calendar year period and base year.

(Please Complete this Sheet for Each Capital Improvement)

Capital Improvement/Rehabilitation Work: _____

Date of Completion: _____

Have you submitted a Capital Improvement Application?

Brief Description

Cost	Amount
Materials	\$ _____
Labor	\$ _____
Construction Interest	\$ _____
Permit Fees	\$ _____
Other Items	
	\$ _____
	\$ _____
	\$ _____
	\$ _____
	\$ _____
	\$ _____
	\$ _____
	\$ _____
Total Amount:	\$ _____

Additional Expenses

A. Complimentary Tenant Services

List all services that were provided within the current rent at no additional charge to the tenants.

Service Provided	Annual Amount	
	Base Year	Most Recent 12-Month Calendar Year Period
	\$ _____	\$ _____
	\$ _____	\$ _____
	\$ _____	\$ _____
	\$ _____	\$ _____
	\$ _____	\$ _____
	\$ _____	\$ _____
	\$ _____	\$ _____
	\$ _____	\$ _____
	\$ _____	\$ _____
	\$ _____	\$ _____
	\$ _____	\$ _____
	\$ _____	\$ _____
	\$ _____	\$ _____
	\$ _____	\$ _____
	\$ _____	\$ _____
	\$ _____	\$ _____
	\$ _____	\$ _____
	\$ _____	\$ _____
	\$ _____	\$ _____
Total	\$ _____	\$ _____

Previous and Proposed Rent Increases

List previous and proposed rent increases for each individual unit related to residential real property space(s) specified in the Application.

Unit Number	Current Rent Charged	Requested New Rent	Percent Increase	Date of Last Rent Increase

(Please Complete This Sheet as Needed)

Completing the Rent Adjustment Application

The Applicant must complete the Application and include all supporting documentation. If 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, cancelled checks, receipts and ledger sheets or other documents showing, for the most recent 12-month calendar year period, the following:
 1. Rents collected from all tenants;
 2. Leases entered into with the affected tenant(s);
 3. The amount of other income received in the period, including contracts for Section 8 units;
 4. Verified property taxes assessed and paid;
 5. Verified amounts billed and paid for electricity, gas, water, and trash service;
 6. Verified amounts expended for maintenance and repair;
 7. Insurance paid;
 8. If claiming, all actual paid administrative and management expenses;
 9. License or other fees paid;
 10. Owner-performed labor listed on the petition. Documentation must show the date, time, nature of work performed, unit which the work was performed, and if the work related to a specific capital improvement expense;
 11. Verified miscellaneous expenses paid;
 12. Capital expenses for which the amortized useful life has not expired. Include only those not included in previous increase applications; and
 13. Documentation for each comparable property identified for Rent Comparative Analysis.

**Applicant'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 subject to this Application.

I am authorized to submit this Application form 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 Application are true and correct to the best of my knowledge.

Signature of Owner/Managing Partner

Executed this _____ (Day) of _____ (Month), 20_____(Year)

at _____(City), California.

Signed

Print Name

Title

Mailing Address

City, State, Zip

Telephone

Signature of Owner Representative (if applicable)

Executed this _____ (Day) of _____ (Month), 20 _____ (Year)

at _____ (City), California.

Signed

Print Name

Capacity (e.g., Owner or Representative)

Mailing Address

City, State, Zip

Telephone

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

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