



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

Tenant Petition for Rent Adjustment

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 tenant (“Tenant”) may submit a petition (“Petition”) to the Building & Planning Department (“Department”) on any one (1) or more of the following grounds:

1. To request a review of a rent increase in excess of the maximum allowed rent increase;
2. To request a reduction in rent based on decreased housing services;
3. To request a reduction in rent based on failure of the landlord to maintain a habitable premises including health, safety, fire, or building code violations;
4. To contest a capital improvement cost as an unauthorized or excessive pass-through; and
5. For any other violation of the Ordinance by the landlord.
- 6.

Per Section 8-21.10, if a Tenant contends that a proposed or actual rent increase is not in compliance with the Ordinance or that there has been a reduction in Housing Services, the Tenant may file a Petition with the Building & Planning Department (“Department”) within one-hundred eighty (180) days from the date that the Tenant knew, or reasonably should have known, of the Landlord’s potential violation.

If you have any questions regarding the Petition, please contact the Department at (323) 562-5700 or housing@cityofmaywood.org. A copy of the Ordinance can be found [HERE](#).

The Ordinance details the following process for a submission of a Petition in Section 8-21.10 and 8-21.16. The following is provided for your reference. Please review the Ordinance for additional details:

- A Petition shall be submitted to the Building & Planning Department in person or by email to housing@cityofmaywood.org. Emailed submissions shall have a subject line titled “Tenant Petition for Rent Adjustment – Last Name”.
- The Tenant shall mail a copy of the Petition by first class mail, postage prepaid, to the Landlord within five calendar days after the Petition is filed. Within 10 days Tenant shall provide a proof of service to the Department, signed under penalty of perjury, that the Petition was mailed to Landlord.
- The Petition will be reviewed by the Building & Planning Director (“Director”) to determine if the required information and documentation were submitted. The Tenant will be notified if the Petition is accepted or deemed incomplete.
- The Director may request documents, interview witnesses and affected parties, and gather necessary evidence to review the Petition.
- The Director’s decision will be provided in a notice of decision to the Tenant and to the Landlord.
- 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.

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General Information

Petition Information (Tenant)	
Name:	
Phone #:	Alt. Phone #:
Property Address:	
Mailing Address (if applicable):	
Email:	
Authorized Representative Information (if applicable)	
Name:	
Phone #:	Alt. Phone #:
Mailing Address:	
Email:	
Landlord/Property Manager Information	
Name:	Alt. Contact Name:
Phone #:	Alt. Phone #:
Mailing Address:	
Email:	
Petitioner Claim (choose all that apply)	
☐ A proposed or actual rent increase is not in compliance with the Ordinance/to request a review of a rent increase in excess of the maximum allowed (Form A must be attached to Petition)	
☐ A proposed or actual reduction in housing services is not in compliance with the Ordinance/to request a decrease in rent based on decreased housing services (Form B must be attached to Petition)	
☐ The landlord has failed to maintain the habitability of the rental unit/to request a reduction in rent based on failure to maintain a habitable premises including health, safety, fire or building code violations (Form C must be attached to Petition)	
☐ To contest a capital improvement cost as unauthorized or excessive pass-through (Form D must be attached to Petition)	
☐ For any other violation of the Ordinance by the landlord (Form E must be attached to Petition)	
Rent Information (please provide supporting documents)	
Current Rent:	Proposed Rent:
Date of Proposed Rent:	

Rent on _____:	
Claim Details (explain the reason for your selection(s) above)	
Have you provided written notice to the landlord/property manager identifying the reduction of services or habitability issues?	☐ Yes ☐ No
When did you provide notice? (please provide a copy of the notice)	_____
Acknowledgement	
I agree to provide notice of this Petition to my landlord/property manager via personal service or by certified mail, return receipt requested within 5 days of submission to the Department.	Initials: _____

Please submit any of the following documentation to help substantiate your claim:

- **Building Documentation: Certificate of Occupancy/Final Building Permit**
- **Notice(s) of Rent Increase/Decrease in Housing Service(s)**
- **Rent Receipts**
 - o ____ from ____ 20__ – Present (RSO from Sep. 2018)
 - o ____ from ____ 20__ – Present (MRSO from Feb. 2018)
- **Most Recent Rental Agreement/Lease**
- **Proof of habitability violation from a public entity (Public Health, Building & Safety, etc.)**
- **Written notice to landlord or violation of habitability**
- **Written notice to landlord/property manager of reduction of service(s)**
- **Other supporting documents such as utility bills and receipts demonstrating payment of housing service(s)**

**Tenant's Declaration
Under Penalty of Perjury**

I declare as follows:

I am Tenant of said residential property subject to this Petition.

I am authorized to submit this Petition form and supporting documentation.

I understand that the Petition, 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 Petition are true and correct to the best of my knowledge.

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

Signed

Print Name

Title)

Mailing Address

City, State, Zip

Telephone

Tenant Petition – Form A
Unlawful Rent Increase Statement

My base rent was unlawfully increased by an amount or frequency that exceeds the maximum allowable annual increase requirements set forth in Section 8-21.06 of the Rent Stabilization Ordinance.

1. I moved in on _____
2. What was the total initial base rent when you moved in? \$ _____
3. Is the property a single-family home or a condominium? ☐ No ☐ Yes ☐ I don't know

If you answered Yes, please answer the following questions:

- a. Is your property owner of the following: (1) A real estate investment trust, (2) A corporation, (3) A limited liability corporation? ☐ No ☐ Yes ☐ I don't know
 - b. Is there an accessory dwelling unit on the property? ☐ No ☐ Yes ☐ I don't know
 - c. Does the property owner live at the property? ☐ No ☐ Yes ☐ I don't know
4. Is the property a duplex? ☐ No ☐ Yes ☐ I don't know
 5. Is the property a multi-unit building that was built before February 1, 1995? ☐ No ☐ Yes
☐ I don't know

Please provide your full rent history on Form A: Rent History and provide any additional information below that helps explain your claim.

Form A (Continued)
Rent History

Please follow these instructions carefully:

- In the chart below, first write the date the original tenancy began (“Move-in Date”). Then write the amount of the base rent at the commencement of the tenancy (the “Total Initial Base Rent”). This amount should be the rent for the entire rental unit, not just your share of the rent.
- Starting in Box No. 1 under “Date of Increase,” list the date of each rent increase for the tenancy, starting with the first rent increase after the Move-in Date and ending with the most recent rent increase. (If additional space is needed, please attach another page.)
- Opposite each rent increase date, write the total amount of the new rent after the increase (“Total New Rent”).
- Capital improvement pass-through costs shall not be considered rent and should be excluded from the rental amounts listed below. To challenge a capital improvement pass-through cost, please fill out Form D.
- Attach documents that demonstrate the date and amount of each rent increase such as the original lease, rent increase notices, rent receipts, money order and/or canceled rent checks.

Date of Increase (Month/Date/Year)	Total New Rent (Dollar Amount)
Move in Date:	Total Initial Base Rent:
1.	\$
2.	\$
3.	\$
4.	\$
5.	\$
6.	\$
7.	\$
8.	\$
9.	\$
10.	\$
11.	\$

Tenant Petition – Form B
Substantial Decrease in Housing Services Statement

A Tenant may file a Petition for a reduction in base rent when the landlord has substantially decreased a housing service without reducing the Tenant's base rent pursuant to Section 8-21.06(B)(3).

"Housing Services" are defined in Ordinance Section 8-21.02(G) as services provided by the landlord related to the use of occupancy of a Rental Unit, including water, heat, utilities, insurance, maintenance, repairs, painting, elevator service, laundry facilities, janitorial service, refuse removal, furnishings, window shades and screens, parking, parking, storage, security services, recreational areas, right to have specified number of Tenants and occupants, allowing pets, communications technologies (internet, cable and satellite services), and any other benefit, privilege or facility that has been provided by the landlord to the Tenant with use of occupancy of a Rental Unit. Services to a Rental Unit shall include a proportionate part of services provided to common facilities of the building or residential complex in which a Rental Unit is contained.

To establish a successful claim based on decreased housing services, the Tenant will bear the burden of proof of all relevant factors when evaluating the Petition, including, but not limited to, the following:

- The service at issue is a Housing Service;
- The Housing Service was reasonably expected and/or provided at the commencement of the tenancy and/or verifiably promised by the landlord prior to commencement of tenancy, or added after commencement of tenancy;
- The Housing Service was decreased, removed, or not provided by the landlord;
- The landlord was provided with a reasonable notice and opportunity to correct the conditions that provide the basis for the Petition of the decreased Housing Service claim;
- The landlord failed to provide or restore the Housing Service within a reasonable amount of time after receiving notice of the claim;
- The landlord did not reduce the base rent by a reasonable amount for the decreased Housing Service.

Please provide details on the history concerning your decreased Housing Service on the next page and provide any additional information below that helps explain your claim.

All information below must be provided. If you need additional space, please attach another form B to this petition.

Separately List Each Decreased Housing Service Below	When Was the Housing Service Decreased?	When Was the Landlord Notified of the Decreased Housing Service? (List all dates of notice and attach all written notices)	Was the Decreased Housing Service Restored?	Dollar Amount of Monthly Rent Reduction Requested
1.			☐ No ☐ Yes Date Restored: _____	\$
2.			☐ No ☐ Yes Date Restored: _____	\$
3.			☐ No ☐ Yes Date Restored: _____	\$
4.			☐ No ☐ Yes Date Restored: _____	\$
5.			☐ No ☐ Yes Date Restored: _____	\$
6.			☐ No ☐ Yes Date Restored: _____	\$
7.			☐ No ☐ Yes Date Restored: _____	\$
8.			☐ No ☐ Yes Date Restored: _____	\$
9.			☐ No ☐ Yes Date Restored: _____	\$

Tenant Petition – Form C
Failure to Maintain Habitable Premises Statement

A Tenant may submit a Petition for a reduction in rent if the landlord has failed to maintain a habitable premises, including health, safety, fire, or building code violations, as required by law. In accordance with California Health and Safety Code Sections 17920.3 and 17920.10, any condition of a building or portion thereof including any dwelling unit, guestroom or suite of rooms, or the premises on which the same is located, that endangers the life, limb, health, safety, or welfare of the public or the occupants shall be considered for this Petition.

The notice of rent increase, all notices of violation and any other evidence must be attached to this Form C.

All information below must be provided. If you need additional space, please attach another Form C to this Petition.

Date I Received Rent Increase Notice: _____ Effective Date of Increase: _____

Monthly Base Rent Before Rent Increase (Excluding Pass-Throughs): _____

Description of Repair or Maintenance That Was Not Performed	When Was the Repair or Maintenance Requested? (list all dates of requests for repair/maintenance and attach all written requests)	Has the Repair or Maintenance Been Performed?	Is the Condition a Code Violation? (Attach all Evidence)
1.		☐ No ☐ Yes Date Performed: _____	
2.		☐ No ☐ Yes Date Performed: _____	
3.		☐ No ☐ Yes Date Performed: _____	
4.		☐ No ☐ Yes Date Performed: _____	

Tenant Petition – Form D
Challenge to Capital Improvement Pass-Through Statement

A Tenant may file a Petition to contest a Capital Improvement cost as an unauthorized or excessive pass-through pursuant to Section 8-21.16(B).

A “Capital Improvement” is defined in Section 8-21.2(B) as an addition, substantial repair or replacement of any improvements to dwelling units, buildings, or common areas, which materially adds to the value of the property, appreciably prolongs its useful life or adapts it to new uses, provided such as improvement as those allowed to be amortized over the useful life of the improvement in accordance with Internal Revenue Code and its regulations or similar improvements as determined by the department and as specified in Section 8-21.08 and in the Administrative Procedures, Regulations and Guidelines. “Capital Improvement” does not include normal or routine maintenance or repair, or repairs covered by insurance.

Please check all applicable grounds below and attach all relevant evidence that supports your claim that the pass-through is improper.

1. Effective date of pass-through: _____

2. Amount of pass-through: _____

3: I believe the pass-through is improper because: (check all grounds that apply.)

- a. The landlord imposed the Capital Improvement pass-through **without** filing a required application or utilizing the Capital Improvement calculation procedures set forth in Ordinance Section 8-21.16.
- b. The landlord served the notice of increase for the Capital Improvement pass-through **before** filing and receiving a decision on a required petition or utilizing the Capital Improvement calculation procedures set forth in Ordinance Section 8-21.16.
- c. The landlord initiated a Capital Improvement pass-through for a period of time in which I did not occupy the rental unit.
- d. Other reason: _____

Tenant Petition – Form E
Other Violation Statement

A Tenant may file a Petition for any other violation of the Ordinance pursuant to Section 8-21.10. The party who files the Petition shall have the burden of proof for the violation being claimed.

1. Please provide a detailed description of your landlord's violation of the Ordinance, including a reference to the Ordinance section relevant to the purported violation. Please be sure to note relevant dates where applicable and attach any relevant evidence.

2. Please indicated the type of relief you are seeking: _____

3. Please indicated which documents you are submitting with this Petition:

- ☐ Notice of rent or other increase
- ☐ Copy of lease
- ☐ Copies of communication i.e., emails, letters, texts, etc.
- ☐ Photos
- ☐ Other: _____