



HEARING APPLICATION

Rent Decrease / Maximum Allowable Rent / Rent Overcharge

Parcel Identification Number _____ - _____ - _____ **D-Case #** _____

Applicant name: _____

Address: _____

Email: _____ Phone: (_____) _____

Move-in date: _____ Current rent amount: \$ _____

Section 8: Are you currently a Section 8 tenant? Yes No

Reason for filing (descriptions on third page)

- MAINTENANCE** (including any alleged or cited violations of building, housing, and health codes)
- MAXIMUM ALLOWABLE RENT**
- RENT OVERCHARGE**

Notification Requirement:

A letter was delivered to the landlord or the landlord's agent stating the grounds for the requested rent reduction and requesting repair of the conditions, restoration of the services and/or performance of the maintenance (this letter must be submitted with the application). Since then:

- It has been 30 days at least since the letter was sent.
- Less than 30 days have passed since the letter was sent, but the landlord or the landlord's agent has indicated a refusal to perform the work.

Authorized Representative (Optional)

Name: _____ Daytime phone: (_____) _____

Address: _____

Declaration:

I (we) 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: _____ Date: _____

Print name: _____

\$25.00 filing fee: see page 3

Finance code: RETA

City of West Hollywood cannot guarantee that the information provided on this form will be exempt under the Public Records Act

Received

Rent Decrease Application Information

Should I file for a hearing?

There are three (3) reasons to file this application. You must choose at least one and must check the box for each basis for the application that you want considered at your hearing. Have the required documents ready to attach to the application.

Maintenance: The landlord has caused a substantial reduction in housing services to my unit and/or has failed to perform maintenance to my unit that is required under Section 17.56.010 of the Rent Stabilization Ordinance. I have attached a copy of a letter to the landlord showing that 30 days has passed since requesting this work be done or proof that my landlord has refused to perform the work, and no remediation of the condition or services has occurred.

Maximum Allowable Rent: I want to determine the Maximum Allowable Rent for the unit.

Rent Overcharge: The landlord has accepted and retained rent in excess of that permitted by the law.



REQUIRED STEPS before completing this application for a rent decrease:



- Deliver a letter to the landlord requesting the maintenance or housing services that is required.
- Keep a copy of the letter since it must accompany the application and document delivery
- Wait 30 days after delivery of the letter before filing for a hearing. **HOWEVER**, you may file immediately if the landlord has clearly indicated a refusal to perform any of the work.

Notification Requirement

In this part of the application, you are confirming that a written request for restoration of housing services or the performance of required maintenance has been delivered to your landlord. You must also indicate by checking the appropriate box that, either 30 days have passed since you issued the letter OR the landlord or landlord's agent has specifically denied your request within that 30-day period. Only those housing services and code issues listed in a written request to the landlord may be considered by the Hearing Examiner. This is not necessary for applications only seeking to determine the Maximum Allowable Rent and/or calculate a rent overcharge.

\$25 Filing Fee Requirement:

Pay the \$25.00 application fee or complete a Filing Fee Waiver Form.

- **To pay the \$25 application fee**, visit our **Online Payment Portal**.
 - Click 'Rent Stabilization Payments'
 - From the 'Form Name' drop-down, select 'Tenant Rent Adjustment Petition'
- If the Hearing Examiner orders your landlord to perform some or all of the work, the landlord will be ordered to reimburse the filing fee to you in the form of a rent credit. Be advised, however, that the fee is **non-refundable** and the landlord will not be ordered to reimburse this amount if the application is withdrawn, dismissed, or if the parties enter into a stipulation on all issues.

Filing Fee Waiver

The filing fee may be waived if you:

- Receive benefits from certain governmental programs
- Are 62 or older or disabled **AND** your annual income is \$44,150 or less as the sole tenant in the unit or \$50,450 or less if more than one person occupies the unit.

Please contact an Information Coordinator at (323)848-6450 if you believe you qualify for a fee waiver and more than three tenants live in the unit.

Declaration

Sign and date the declaration.

6-Month Filing Limitation

An application will not be accepted within six (6) months of a previous final decision or dismissal of a rent adjustment application with respect to the property, unit or units in question which was filed by the applicant or any one or more of the group of applicants sharing tenancy, unless applicant declares and demonstrates that one of the following circumstances applies:

- The grounds upon which applicant seeks a rent adjustment could not have been raised in the prior application
- Currently available evidence which supports a rent adjustment was not available for good reason at the time of the prior hearing
- Rent adjustments were not sought in the prior application in relation to the particular units in question in the current application
- The hearing examiner, Commission, or court of competent jurisdiction has explicitly stated in the prior decision that the frequency of filing limitation shall not apply to applicant.

Additional Information

- In addition to payment, all that is required with this completed application is the notice to your landlord of all maintenance issues you wish to raise in your hearing. No further documentation is necessary. You will be instructed at a later date on how to submit evidence.
- It is your responsibility to ensure that your notice to the landlord for all maintenance issues is included. The hearing examiner will not consider maintenance issues at the hearing if you do not provide proof of notice to your landlord.
- If choosing to submit this form electronically (email), the City will not engage with third-party applications (iCloud, Google Drive, WeTransfer, Dropbox, etc.) or zip files in order to access your documents. Also, if excessive or otherwise problematic (formatting errors/inaccessible files) documentation is submitted with the application, you will be instructed to print out all documents and supply them to the City in advance of or at the hearing.