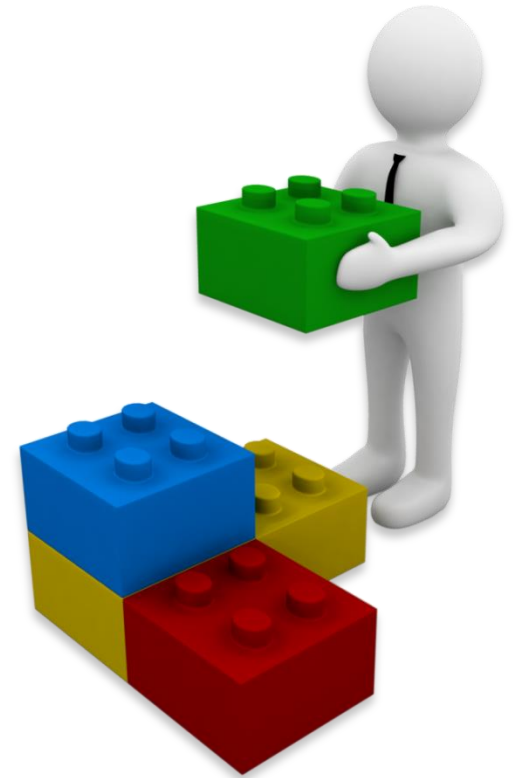


# Landlord Basics



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?

	Governed by:					
	Entire Rent Stabilization Ordinance	Maintenance Section 17.56	Evictions Section 17.52	Harrasment Section 17.52.090	HACoLA Rules	Exempt
Property Type						
Multi-Family Buildings Constructed before 7/1/1979	✓	✓	✓	✓		
New Construction built after 7/1/1979			✓	✓		
Single Family Homes			✓	✓		
Condominiums			✓	✓		
Section 8 Units	✓	✓	✓	✓	✓	
Inclusionary Units		✓	✓	✓		
Government HACoLA						✓
Non-Profit WHCHC						✓

Rent Stabilization & Housing Division

# 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

**Rent Stabilization and Housing**  
City of West Hollywood

**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

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**Unit Address:** \_\_\_\_\_  

Street Number
Street Name
Unit Number

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**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:** \_\_\_\_\_

Original to City
Yellow Copy to Landlord
Pink Copy to Tenant

November 2017




# 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

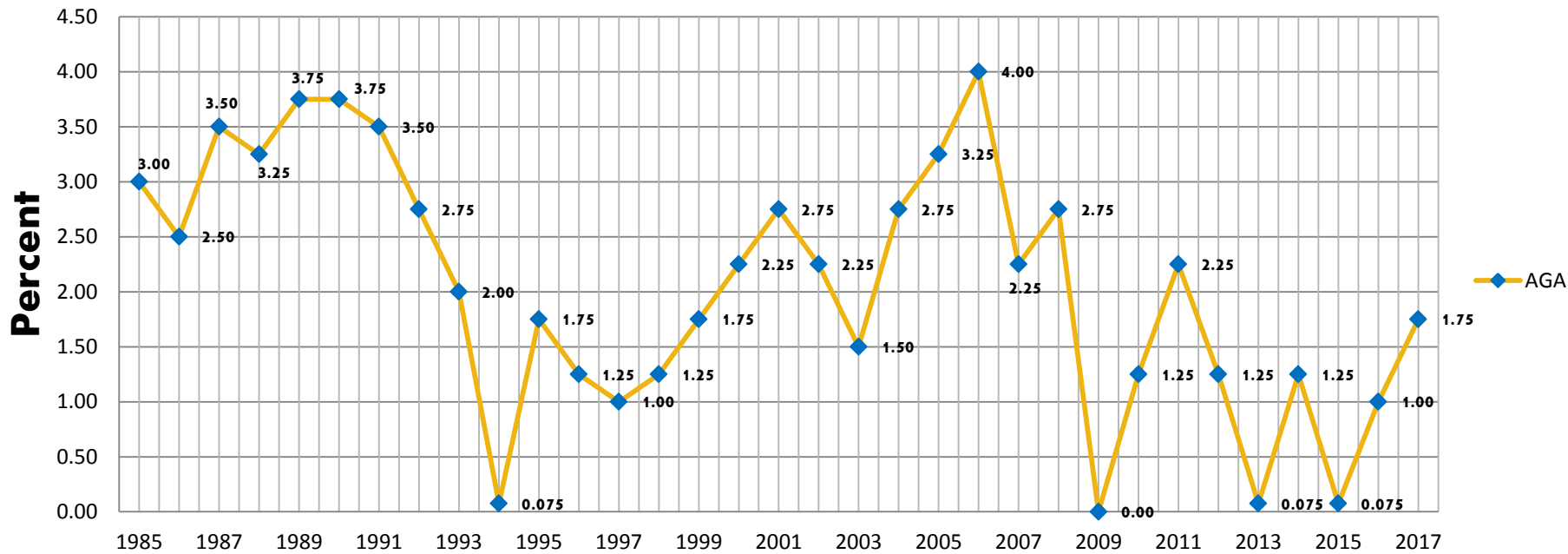
- Landlord's Right to Enter  
(CA Law § 1954.a)
  - Reasons for entry
  - Noticing Requirements
  - Normal Business Hours 

# IN PLACE TENANCY

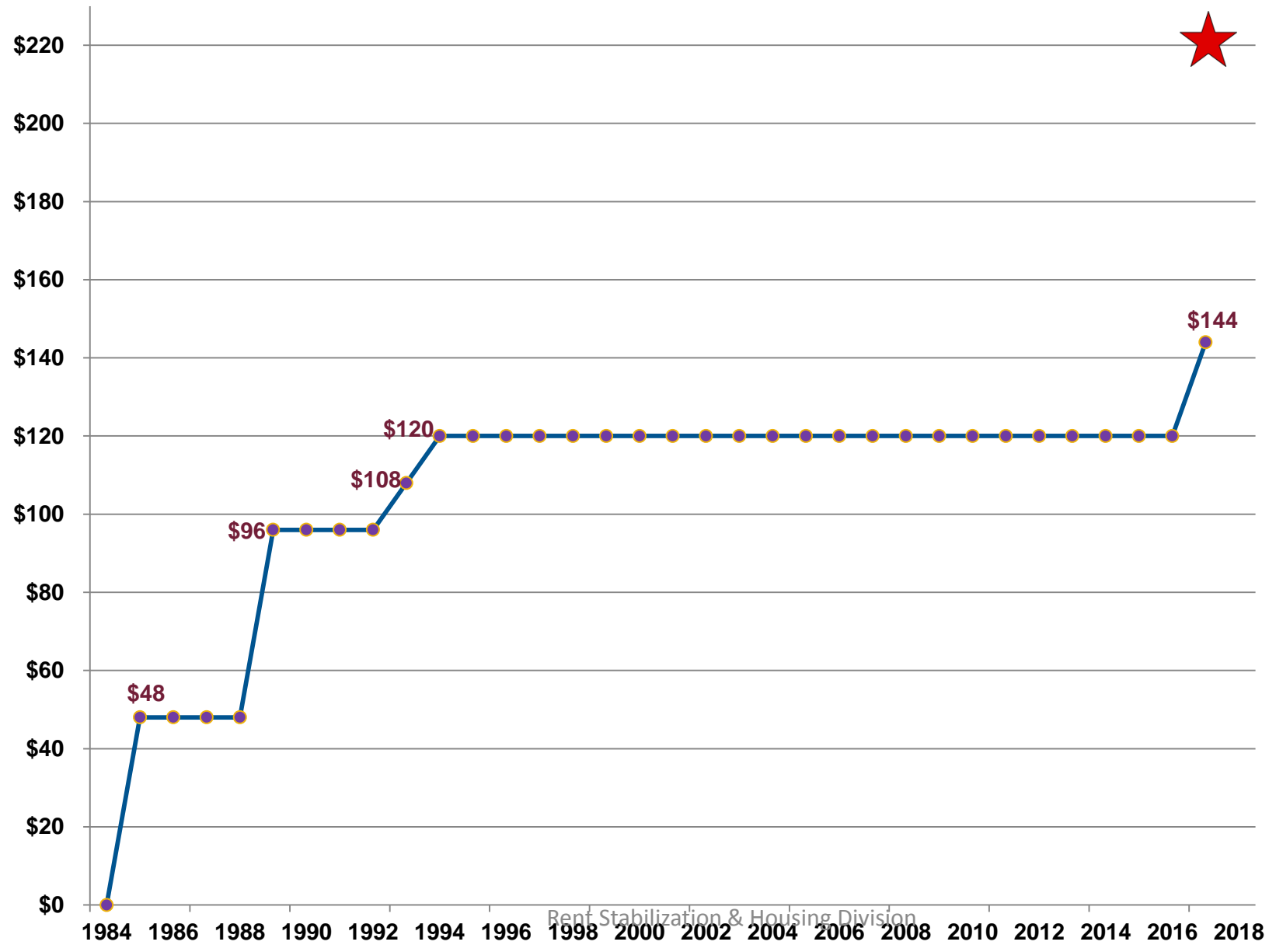
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## Annual Registration Fee –History of Increases

### 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?