



# San Francisco Residential Rent Stabilization and Arbitration Board

如果主要租戶的租住單位免於適用《條例》的加租限制（例如，1979年6月13日以後的新建單位，或是可與物業的其他住房單位單獨分開的單位），租務委員會無權裁決分租客對主要租戶的索賠。  
 NOTE: The Rent Board does not have jurisdiction to decide a subtenant's claims against the master tenant where the master tenant's rental unit is exempt from the rent increase limitations of the Ordinance (for example, as a newly constructed unit after June 13, 1979 or a unit that is separately alienable from any other dwelling unit on the property).

租務委員會日期戳記  
Rent Board Date Stamp

## 分租客訴求 / SUBTENANT PETITION

除非您向主租客付租，而非向所有權人或管理人付租，否則請勿使用此表格。請使用書面英語完整填寫此表格。  
 Use this form only if you pay rent to a master tenant rather than to the owner or manager. Complete this form in written English.

### ↓ 租住單位信息 ↓ Rental Unit Information

單位街號 / Street Number of Unit	街名 / Street Name	單位號 / Unit Number	San Francisco, CA 941
			郵遞區號 / Zip Code
綜合建築體名稱（若有） Name of Building Complex (If Applicable)	大樓完整地址（最小與最大編號） Entire Building Address (lowest & highest numbers)		單位數量 Number of Units
大樓是否在 1979 年 6 月 13 日以前建造？ Was the building constructed before June 13, 1979?	<input type="checkbox"/> 是 Yes	<input type="checkbox"/> 否 No	<input type="checkbox"/> 不知道 Don't Know
我付給主租客的月租金是 \$ The monthly rent I pay to the master tenant is listed above.	單位所有權人或管理人所收的月租金總額是 \$ Total monthly rent received by the owner/manager for the unit is listed above.		
請列出之前曾向出租務委員會提出其他訴求的案號： Please list the case numbers of prior relevant Rent Board petitions:			

### ↓ 分租客信息 ↓ Subtenant Information

首字母名字 / First Name	中間名 / Middle Initial	姓氏 / Last Name			
郵寄地址：街號 Mailing Address: Street Number	街名 Street Name	單位號 Unit Number	城市 City	州 State	郵遞區號 Zip Code
主要電話 / Primary Phone Number			其他電話 / Other Phone Number		
↓ 分租客代表信息 ↓ Subtenant Representative Information:		<input type="checkbox"/> 律師 Attorney	<input type="checkbox"/> 非律師代表 Non-attorney Representative	<input type="checkbox"/> 翻譯 Interpreter	
首字母名字 / First Name	中間名 / Middle Initial	姓氏 / Last Name			
郵寄地址：街號 Mailing Address: Street Number	街名 Street Name	單位號 Unit Number	城市 City	州 State	郵遞區號 Zip Code
主要電話 / Primary Phone Number			其他電話 / Other Phone Number		

### ↓ 主租客信息 ↓ Master Tenant Information

首字母名字 / First Name	中間名 / Middle Initial	姓氏 / Last Name			
郵寄地址：街號 Mailing Address: Street Number	街名 Street Name	單位號 Unit Number	城市 City	州 State	郵遞區號 Zip Code
主要電話 / Primary Phone Number			其他電話 / Other Phone Number		

分租客訴求  
SUBTENANT PETITION

請勾選下列所有適用欄位，附上所有相關證據，證明您訴求對象的租金違法。\*

Please check the applicable box below and attach all relevant evidence that supports your claim that the amount of rent is unlawful.\*

A. 限部分分租：/ For Partial Sublets Only:

我向主租客分租租住單位，主租客向我收取的租金超過租金總數的比例分擔，違反規章第 6.15C(3)條規定。

I share the rental unit with the master tenant, who is charging me more than a proportional share of the total rent, in violation of Rules and Regulations Section 6.15C(3).

B. 限完整單位分租：/ For Sublet of Entire Unit Only:

主租客將整個單位分租給我，本身不居住在單位內。主租客在我開始分租時（包括單獨或與其他分租客共同分租）向我收取的租金，超過主租客支付予所有權人 / 管理人的金額，違反規章第 37.3(c)條規定。

The master tenant sublets the entire unit and does not occupy the unit. The rent I was charged by the master tenant at the beginning of my subtenancy, either individually or in combination with other subtenants, is more than the master tenant pays the owner/manager, in violation of Rent Ordinance Section 37.3(c).

我認為我的租金過高，因為：/ I believe my rent is excessive because:

請使用書面英語完整填寫此表格。/ Complete this form in written English.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\* 若您聲稱主租客嚴重減少房屋服務或未進行法律所規定之維護與維修，您必須在此分租客訴求表後再附上租客訴求 A 表格及 / 或租客訴求 B 表格。

\* If you are claiming that the master tenant substantially decreased housing services or failed to perform requested maintenance and repairs that are required by law, you must also attach Tenant Petition Form A and/or Tenant Petition Form B to this Subtenant Petition.

依據加州法律偽證罪處罰之條款，本人特此聲明，就本人所知及所信，上述有關本人收入、開支、資產及負債的陳述完全屬實。/ I declare under penalty of perjury under the laws of the State of California that the foregoing statement regarding my income, expenses, assets and liabilities is true and correct to the best of my knowledge and belief.

簽署 / Signature

日期 / Date

關於分租客訴求的信息  
INFORMATION REGARDING SUBTENANT PETITIONS

誰是分租客 / Who Is a Subtenant?

若您並非與財產所有權人 / 管理人租賃契約的當事人，但您向主租客支付租金，則您是分租客，主租客是您的房東。若您與所有權人 / 管理人並無房東-房客的關係，關於租用的任何訴求，您必須向主租客提出。如果主要租戶的租住單位免於適用《條例》的加租限制（例如，1979年6月13日以後的新建單位，或是可與物業的其他住房單位單獨分開的單位），租務委員會無權裁決分租客對主要租戶的索賠。 / *If you are not a party to the rental agreement with the property owner/manager but you pay rent to a master tenant, you are a subtenant and the master tenant is your landlord. Since you do not have a landlord-tenant relationship with the owner/manager, you must assert any claims concerning your rent against the master tenant. However, the Rent Board does not have jurisdiction to decide a subtenant's claims against the master tenant where the master tenant's rental unit is exempt from the rent increase limitations of the Ordinance (for example, as a newly constructed unit after June 13, 1979 or a unit that is separately alienable from any other dwelling unit on the property).*

A. 限部分分租（分租客與主租客共同使用單位）：

*FOR PARTIAL SUBLETS ONLY (where a subtenant shares the unit with the master tenant):*

依照規章第 6.15C(3)條關於不符比例租金之訴求

*Claims Regarding Disproportional Rent Under Rules and Regulations Section 6.15C(3)*

主租客與一名或數名分租客共同使用租住單位時，向任何分租客所收取之金額，不得超過主租客向所有權人 / 管理人支付租金總額的比例部分。若租用在 1998年5月24日以後開始，在分租開始以前，主租客必須提供每個分租客關於主租客必須向所有權人 / 管理人支付租金金額的書面披露。

【規章第 6.15C(2)條】任何分租客認為其所支付之金額超過總租金的比例部分時，得向主租客提出分租客訴求，要求其調整租金，並退還已額外支付部分。

*A master tenant who shares a rental unit with one or more subtenants cannot charge any subtenant more than a proportional share of the total rent the master tenant pays to the owner/manager. For tenancies that commenced after May 24, 1998, the master tenant is required to provide each subtenant a written disclosure of the amount of rent the master tenant is obligated to pay the owner/manager, prior to commencement of the subtenancy. [Rules and Regulations Section 6.15C(2)] Any subtenant who believes that s/he is paying more than his or her proportional share of the total rent may file a Subtenant Petition against the master tenant for adjustment of the rent and a refund of past overpayments.*

主租客得依照居住人數、房數或面積，或僅依照所居住使用的空間，計算分租客應分攤的總租金比例。此外，主租客所提供的房屋服務（例如家具、設施、停車、儲藏、無線電視或網路）可納入考量。若居住人人數增加，應減少分租客的租金比例，但若居住人人數減少，除非分租客同意，否則不因此增加分租客的租金比例。

*The master tenant may calculate the subtenant's allowable proportional share of the total rent based on the number of occupants or bedrooms, or the square footage of exclusively occupied living space. In addition, housing services provided by the master tenant (such as furnishings, utilities, parking, storage, cable or internet) can be taken into account. An increase in the number of occupants should decrease the subtenant's proportional share of rent, but a decrease in the number of occupants cannot result in an increase in the subtenant's proportional share of rent absent the agreement of the subtenant.*

若主租客向所有權人 / 管理人所支付的租金總額，因合法租金或應付調漲而增加，分租客的租金分攤得調漲，即使上次租金調漲尚未超過 12 個月仍同，但分租客的分攤比例必須維持。相同的，若主租客向所有權人 / 管理人支付的總租金減低，則分租客的比例分攤租金也應相應減低。

*If the total rent paid by the master tenant to the owner/manager increases due to a lawful rent increase or passthrough, the subtenant's share of the rent may be increased even if it has been less than 12 months since the last rent increase, as long as the subtenant's share remains proportional. Similarly, if the total rent owed to the owner/manager by the master tenant decreases, the subtenant's proportional share of rent should be decreased accordingly.*

## B. 限整體單位分租：

FOR SUBLET OF ENTIRE UNIT ONLY:

依照規章第 **37.3(c)**條關於整體租住單位之訴求

*Claims Under Ordinance Section 37.3(c) for Sublet of the Entire Rental Unit*

主租客將整個單位分租予一名或數名分租客，且本身不居住在單位內時，在分租客開始居住時，主租客不得向分租客收取超過主租客向所有權人 / 管理人所支付之租金總額。在 1998 年 5 月 24 日以後開始的租用，在分租開始以前，主租客必須提供每個分租客關於主租客必須向所有權人 / 管理人支付租金金額的書面披露。【規章第 **6.15C(2)**條】任何分租客認為其在開始居住時向主租客支付之租金金額，超過主租客向所有權人 / 管理人所支付之租金時，得向主租客提出分租客訴求，要求調整租金，並退還已額外支付部分。

*Where a master tenant sublets the entire unit to one or more subtenants and does not occupy the unit, the master tenant may not charge the subtenant(s) more rent upon their initial occupancy than the total rent which the master tenant is paying to the owner/manager. For tenancies that commenced after May 24, 1998, the master tenant is required to provide each subtenant a written disclosure of the amount of rent the master tenant is obligated to pay the owner/manager, prior to commencement of the subtenancy. [Rules and Regulations Section 6.15C(2)] If a subtenant believes that the initial rent paid to the master tenant, either individually or in combination with other subtenants, is more than the master tenant is paying to the owner/manager, he or she may file a Subtenant Petition against the master tenant for adjustment of the rent and a refund of past overpayments.*

備註：主租客發生例如設施等所有權人 / 管理人不支付之費用時，允許與分租客協議比例分攤此等費用，即使此等協議將導致向主租客支付的總額超過向所有權人 / 管理人支付之租金金額仍同。

*NOTE: Where a master tenant incurs out-of-pocket expenses such as utilities that are not paid by the owner/manager, an agreement by the subtenant(s) to share these expenses proportionally is permissible, even though it may result in a total payment to the master tenant that exceeds the rent paid to the owner/manager.*