



2023-24 BOND MEASURE PASSTHROUGH WORKSHEET (For Use During the 2023-2024 Tax Year, Beginning November 2023)

Date \_\_\_\_\_

Property Address \_\_\_\_\_

Name of  Landlord  Agent (check one) \_\_\_\_\_

Landlord/Agent's Day Phone \_\_\_\_\_ # of Units (Including Commercial Units) \_\_\_\_\_

Below is the calculation for the 2023-2024 bond measure passthrough in accordance with Rent Ordinance Section 37.3. This Ordinance permits a landlord to pass through to tenants a portion of the landlord's property tax bill resulting from the increase in repayment of general obligation bonds approved by the voters. For bond passthroughs that go into effect on or after July 1, 2024, the passthrough is calculated based on the increase in the property tax rate related to repayment of general obligation bonds (the "Bond Factor") between the current year, and the year that the tenant moved into the unit, or Tax Year 2005-06, whichever is later. Different tenants in the same property may have different applicable passthrough amounts, depending on when they moved into the property. Unless the current year's Bond Factor is greater than the Bond Factor in the year the tenancy began, no bond passthrough is available. The Bond Factor increase rates are attached to this worksheet. Bond passthroughs may only be imposed on the tenant's rent increase anniversary date.

The amount on line 9 is the monthly amount the landlord may pass through and is calculated by using the formula that follows below. If you have any questions about the calculations, please call the above referenced person and number, or you may also write the landlord/agent at:

If you are not able to resolve questions about this passthrough with the landlord/agent, a tenant may file a petition with the Rent Board to request a review of the passthrough. You may contact the Rent Board at 415.252.4600 or go to the Rent Board's office at 25 Van Ness Avenue, Suite 320, San Francisco, CA 94102.

- 1. Net Assessed Value as of 11/1/23 (see sample on page 3 for location on bill) \$ \_\_\_\_\_
2. Divide Line 1 by 100 and enter that amount here \_\_\_\_\_
3. Tenancy Commencement Date \_\_\_\_\_
a. Passthroughs may not be available for all tenants
4. Increase in Bond Factor for 2023-2024 Tax Year (Use Line 3 Dropdown or see page 4): \_\_\_\_\_
5. Multiply Line 2 by Line 4 \$ \_\_\_\_\_
6. Number of Units in the Property (including commercial units) \_\_\_\_\_
7. Divide Line 5 by Line 6 (total passthrough amount per unit) \$ \_\_\_\_\_
8. Choose One (this is the # of months the landlord may collect the passthrough)
If If the landlord is only imposing a bond passthrough for tax year 2023-2024, write "12" on this line
If the landlord is imposing bond passthroughs for multiple tax years simultaneously\*, write the total number of months included in the tax bills on this line (i.e. 3 tax years = 36 months)

\* The applicable Worksheet for each tax year must be completed and attached to the notice of rent increase. The "banking" rules are further described on the next page.

9. Divide Line 7 by Line 8 to calculate the MONTHLY BOND PASSTHROUGH COST: \$ \_\_\_\_\_

A tenant may file a Financial Hardship Application with the Rent Board to request relief from payment of the Bond Measure Passthrough. More information can be found on the next page.



**In order for a general obligation bond measure passthrough to be imposed, the following conditions must all be met:**

- A written notice of the prospective increase must be given along with this form. The notice must be served in accordance with California Civil Code Section 827. Note that Rent Ordinance §37.15 requires owners to report certain information about their units to the Rent Board in order to obtain a license to impose annual and/or banked rent increases. This requirement applies to increases that are effective on or after July 1, 2020 for buildings with ten or more residential units. For condominium units and buildings with less than ten residential units, the requirement applies to rent increases that are effective on or after March 1, 2021. Any annual and/or banked rent increase purporting to be effective while the landlord is unlicensed shall render the entire rent increase null and void. [Rent Board Rules & Regulations §13.14] The landlord may fulfill their reporting requirements and obtain a rent increase license by visiting the Rent Board's Housing Inventory Portal at <https://portal.sfrb.org>.
- The increase CANNOT become part of the tenant's base rent—it must be kept separate and then discontinued after the tenant has paid it for the number of months specified on Line 8 of the passthrough worksheet. If the landlord fails to discontinue the passthrough after it is fully paid, a tenant may file a petition on this basis at any time after the passthrough should have been discontinued.
- Bond measure passthroughs may be “banked” and imposed in future years, provided that the applicable Bond Measure Worksheet is completed for each banked passthrough and attached to the notice of rent increase. There is a different Worksheet for each tax year, since the percentage of the property tax rate attributable to repayment of general obligation bonds varies from year to year. However, the landlord may only impose bond passthroughs for tax bills issued within three years prior to the year in which the passthrough is imposed. For example, if the landlord imposes a passthrough on June 1, 2024, it may include general obligation bond costs for tax bills issued between January 1, 2021 and June 1, 2024, but cannot include any tax bills issued prior to January 1, 2021.
- The passthrough must be imposed on the tenant's anniversary date, and must be discontinued after the tenant has paid it for the number of months specified on Line 8 of the passthrough worksheet. For example, if the passthrough is effective January 1, 2024 and is based on property tax bills for the prior three tax years, the passthrough will be paid in 36 monthly installments over a period of three years.
- Bond passthroughs must be calculated each year using the increase in the Bond Factor between the current tax year and the year the tenant moved in. **This form is to be used only for the 2023-2024 tax year.**

**Tenant Hardship Application:** A hardship application must be filed within one year of the effective date of the General Obligation Bond Passthrough. Once a timely hardship application is filed, the tenant need not pay the amount shown on Line 9 unless the Rent Board issues a final decision denying the hardship application. However, if the hardship application is denied, the tenant will need to pay the withheld amount retroactive to the effective date. Hardship applications are available from the Rent Board's office or from the Rent Board's website at [www.sf.gov/rentboard](http://www.sf.gov/rentboard).

**Tenant Challenge of Improper General Obligation Bond Passthrough:** Within one year of the effective date of a General Obligation Bond Passthrough, a tenant may petition for an arbitration hearing on the following grounds:

- The landlord did not serve a copy of the Bond Measure Passthrough Worksheet with the notice of rent increase;
- The landlord did not properly calculate the passthrough;
- The passthrough is calculated using an incorrect unit count;
- The landlord imposed the passthrough on a date that is not my rent increase anniversary date;
- The tenant did not reside in the unit as of November 1<sup>st</sup> of the applicable tax year;
- The Rent Board previously approved an Operating and Maintenance Expense increase that included the same increase in property taxes due to repayment of general obligation bonds.

**(See next page for sample of property tax bill)**

# Sample Tax Bill



City & County of San Francisco  
 José Cisneros, Treasurer  
 David Augustine, Tax Collector  
 Property Tax Bill (Secured)

1 Dr. Carlton B. Goodlett Place  
 City Hall, Room 140  
 San Francisco, CA 94102  
 www.sftreasurer.org

For Fiscal Year July 1, 2023 through June 30, 2024

Vol	Block	Lot	Bill No	Mail Date	Property Location
01	1234	123	20230123456	October 23, 2023	123 GREEN ST

Assessed on January 1, 2023 at 12:01am

To: SF TAXPAYER

**SF TAXPAYER**  
**P.O. BOX 123**  
**SAN FRANCISCO, CA 94123**

<b>▶ TOTAL DUE</b>		<b>\$2,892.16</b>
1st Installment	2nd Installment	
\$1,446.08	\$1,446.08	
Due 12/11/2023	Due 04/10/2024	

**Important Messages**

Use the amount shown here on Line 1 of the Bond Measure Passthrough Worksheet

Assessed Value	
Description	Full Value
Land	\$92,114
Structure	\$92,114
Fixtures	
Personal Property	
Gross Assessed Value	\$184,228
Less HO Exemption	\$0
Less Other Exemption	\$0
<b>Net Assessed Value</b>	<b>\$184,228</b>
<b>Tax Amount</b>	<b>\$2,178.42</b>

Direct Charges and Special Assessments		
Type	Telephone	Amount Due
46 - San Francisco Bay Restoration Authority	(888) 508-8157	\$12.00
89 - SFUSD Facilities District	(415) 355-2203	\$39.72
91 - SFCCD Parcel Tax	(415) 487-2400	\$99.00
98 - SFUSD - Teacher Support	(415) 355-2203	\$275.02
101 - School Parcel Tax of 2020	(415) 355-2203	\$288.00
<b>Total Direct Charges and Special Assessments</b>		<b>\$713.74</b>

Keep this portion for your records. See back of bill for payment options and additional information.



### 2023-24 General Bond Measure Passthrough Factor (Based on tenancy commencement tax year)

This chart contains the increase in the Bond Factor between the tenant’s move-in date and Tax Year 2023-24. Select the date that the tenant moved into the unit, look for the corresponding increase in the Bond Factor and insert that number onto Line 4 of the 2023-24 Bond Measure Passthrough Worksheet. If the increase in the Bond Factor is 0.0, then there is no Bond Measure Passthrough available for that unit.

Date tenant moved into unit	Increase in Bond Factor
On or Before June 30, 2006	0.0129
July 1, 2006 - June 30, 2007	0.0152
July 1, 2007 - June 30, 2008	0.0137
July 1, 2008 - June 30, 2009	0.0045
July 1, 2009 - June 30, 2010	0.0048
July 1, 2010 - June 30, 2011	0.0015
July 1, 2011 - June 30, 2012	0.0 (No Passthrough Available)
July 1, 2012 - June 30, 2013	0.0 (No Passthrough Available)
July 1, 2013 - June 30, 2014	0.0 (No Passthrough Available)
July 1, 2014 - June 30, 2015	0.0 (No Passthrough Available)
July 1, 2015 - June 30, 2016	0.0 (No Passthrough Available)
July 1, 2016 - June 30, 2017	0.0 (No Passthrough Available)
July 1, 2017 - June 30, 2018	0.0001
July 1, 2018 - June 30, 2019	0.0036
July 1, 2019 - June 30, 2020	0.0 (No Passthrough Available)
July 1, 2020 - June 30, 2021	0.0 (No Passthrough Available)
July 1, 2021 - June 30, 2022	0.0 (No Passthrough Available)
July 1, 2022 - June 30, 2023	0.0 (No Passthrough Available)
July 1, 2023 - June 30, 2024	0.0 (No Passthrough Available)
On or after July 1, 2024	0.0 (No Passthrough Available)