



San Francisco Residential Rent Stabilization and Arbitration Board

25 Van Ness Avenue #320, San Francisco, CA 94102-6033 <https://sf.gov/rentboard> rentboard.inventory@sfgov.org

REQUEST FOR EXEMPTION OF RENT BOARD FEE – 2023

S.F. Administrative Code Chapter 37A

Pursuant to S.F. Administrative Code Chapter 37A, the Rent Board may charge a per-unit fee for each residential dwelling unit that is subject to the Rent Ordinance. The fee is due by March 1 of each year. Certain residential units are exempt from the Rent Board fee. Previously, the Office of the Treasurer and Tax Collector billed the Rent Board fee on the property tax statement. Beginning in tax year 2022, the Rent Board billed the fee to the property owner, and the fee will no longer appear on the property tax statement. There has been no change to the structure of the fee. **If the Fee is not paid on or before March 1, 2023, a penalty of 5% will be added to the amount owed, plus an additional 5% for each successive month, for a maximum penalty of 15%. Fees that have not been paid in full by June 1, 2023 will be referred to the Bureau of Delinquent Revenue.** For tax year 2023, the Rent Board is entitled to collect \$59.00 for each dwelling unit and \$29.50 for each hotel guest room subject to the Ordinance.

Save time and easily complete your exemption request **by December 19, 2022** at:

<https://portal.sfrb.org>

1. **If you do not have internet access**, complete your request on the reverse.
2. Exemptions are only allowed under the conditions listed on the reverse.
3. Fill out every item on the form with the requested information - write NONE or N/A if an item does not apply.
4. Sign and date the form – a request is not complete without signature.
5. Attach any required supporting documentation, if needed.
6. Return any paper REQUEST FOR EXEMPTION OF THE RENT BOARD FEE to the SF Rent Board at 25 Van Ness Ave #320, San Francisco, CA 94102 in person during business hours, by mail, or by email to: rentboard.inventory@sfgov.org.
7. **You must submit your exemption request by December 19, 2022.**
8. Most requests will receive a notice approving or denying the request within 30 days.
9. **Incomplete requests will not be processed and may result in an exemption request being denied.**

In January 2023, you will receive your invoice (Rent Board Fee Annual Notice) that will allow you to make payment of the Rent Board Fee. Upon approval of your request for exemption, you will still be responsible to pay the Fee for any non-exempt units by March 1, 2023 or else be subject to penalties. If your exemption request is granted after you receive your invoice and pay your Fee, you will receive a refund. Refunds may take up to six months or longer to be issued.

Property owners are required to report annually into the Rent Board Housing Inventory, even if a Rent Board Fee exemption has been requested.



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↓ Owner Information ↓

Owner/Agent First Name Middle Initial Last Name

Owner/Agent Full Mailing Address

Primary Phone Number Email Address

↓ Residential Property Information ↓

Block / Lot Number of Residential Units + Number of Commercial Units = Total Number of Units

Full Property Address Including Address Range, e.g. 1200-1242 Main Street

My property currently has ____ number of units with a Granted Rent Board Fee Exemption for FY 21-22. (Refer to Exempt Units on 2023 Informational Notice)

Additional Number of Units for Which I am Requesting an Exemption: ____ Indicate Which Addresses/Unit #: _____

↓ Exemption Request Information ↓

I am requesting an exemption from the Rent Board Fee for one of the following reasons:

The following unit(s) _____ are exempt because my:

- single family home, condominium, co-op, or apartment unit(s) are occupied by an owner of record and:
 - The unit(s) are not rented at any time.**
 - The unit(s) are not VACANT.**
 - The unit(s) are not solely occupied by children or relatives not on title as owner.**

The following unit(s) _____ are exempt because they are controlled or regulated by a government unit, agency, or authority (other than the San Francisco Rent Board).

Attached is documentation from that governmental agency showing regulation of rents, such as proof of Section 8.

The following hotel guest room(s) _____ are exempt because they are not rented for residential use and are designated for tourist use under the Residential Hotel Ordinance.

Attached is the most current Certificate of Use from the Housing Inspection Division of DBI.

The following unit(s) _____ are a housing accommodation in a:

- hospital, convent, monastery, extended care facility, state licensed home for the elderly, a dormitory owned and operated by an institution of higher education, a high school, or an elementary school.

Attached is a Department of Social Services Certificate.

The following unit(s) _____ are in a **non-profit cooperative** owned, occupied, and controlled by a majority of the residents. (non-profit status alone does not qualify for this exemption)

Attached is a copy of the non-profit 501(c) document currently on file with the Secretary of the State.

I DECLARE UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE ABOVE STATEMENTS ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF. THIS EXEMPTION REQUEST WILL NOT BE PROCESSED WITHOUT SIGNATURE.

Signed

Dated