



San Francisco Residential Rent Stabilization and Arbitration Board

租務委員會日期戳記
Rent Board Date Stamp

請注意：若您的大樓是 1979 年 6 月 13 日之後建設，租住單位不適用租務條例，我們無法受理您的訴求。

NOTE: If your building was constructed after June 13, 1979, the rental unit is not subject to the Rent Ordinance and we cannot process your petition.

租客訴求 / TENANT PETITION

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

↓ 租住單位信息 ↓ Rental Unit Information					
單位街號 <i>Street Number of Unit</i>	街名 <i>Street Name</i>	單位號 <i>Unit Number</i>	San Francisco, CA 941_____		
綜合建築體名稱 (若有) <i>Name of Building Complex (If Applicable)</i>		大樓完整地址 (最小與最大編號) <i>Entire Building Address (lowest & highest numbers)</i>			
大樓單位數量 <i>Number of Units in Building</i>	目前每月租金 <i>Current Monthly Base Rent</i>	遷入日期 <i>Move-in Date</i>			
大樓是否在 1979 年 6 月 13 日以前建造? <i>Was the building constructed before June 13, 1979?</i>		<input type="checkbox"/> 是 <i>Yes</i>	<input type="checkbox"/> 否 <i>No</i>	<input type="checkbox"/> 不知道 <i>Don't Know</i>	
遷入後，屬： <i>At move-in, this was:</i>		<input type="checkbox"/> 無人使用單位 <i>a vacant unit</i>		<input type="checkbox"/> 既有租賃的一部分 <i>part of an existing tenancy</i>	
租金支付給 (單選)： <i>The rent is paid to (select one):</i>		<input type="checkbox"/> 所有權人 / <i>Owner</i>		<input type="checkbox"/> 住戶管理人 / <i>Resident Manager</i>	
		<input type="checkbox"/> 管理公司 / <i>Management Co</i>		<input type="checkbox"/> 其他 / <i>Other:</i> _____	
若您付租給主要租戶，您必須使用分租客訴求表，而非此租客訴求表。 <i>If you pay rent to a Master Tenant, you must use the Subtenant Petition form instead of this Tenant Petition form.</i>					
請列出之前曾向出租務委員會提出其他訴求的案號： <i>Please list the case numbers of prior relevant Rent Board petitions above.</i>					
↓ 租客信息 ↓ 請列出每個租客的訴求人，若有需要請自行添加額外表格。 <i>Tenant Information: Please list each tenant petitioner. If more room is needed, attach additional page.</i>					
1.					
首字母名字 / <i>First Name</i>		中間名 / <i>Middle Initial</i>		姓氏 / <i>Last Name</i>	
郵寄地址：街號 <i>Mailing Address: Street Number</i>		街名 <i>Street Name</i>	單位號 <i>Unit Number</i>	城市 <i>City</i>	州 郵遞區號 <i>State Zip Code</i>
主要電話 / <i>Primary Phone Number</i>				其他電話 / <i>Other Phone Number</i>	
2.					
首字母名字 / <i>First Name</i>		中間名 / <i>Middle Initial</i>		姓氏 / <i>Last Name</i>	
郵寄地址：街號 <i>Mailing Address: Street Number</i>		街名 <i>Street Name</i>	單位號 <i>Unit Number</i>	城市 <i>City</i>	州 郵遞區號 <i>State Zip Code</i>
主要電話 / <i>Primary Phone Number</i>				其他電話 / <i>Other Phone Number</i>	

San Francisco Residential Rent Stabilization and Arbitration Board

<input checked="" type="checkbox"/> 租客代表資訊 <i>Tenant Representative Information:</i>		<input type="checkbox"/> 律師 <i>Attorney</i>	<input type="checkbox"/> 非律師代表 <i>Non-attorney Representative</i>	<input type="checkbox"/> 翻譯 <i>Interpreter</i>	
首字母名字 / <i>First Name</i>		中間名 / <i>Middle Initial</i>		姓氏 / <i>Last Name</i>	
郵寄地址: 街號 <i>Mailing Address: Street Number</i>	街名 <i>Street Name</i>	單位號 <i>Unit Number</i>	城市 <i>City</i>	州 <i>State</i>	郵遞區號 <i>Zip Code</i>
主要電話 / <i>Primary Phone Number</i>			其他電話 / <i>Other Phone Number</i>		
↓所有權人信息↓ Owner Information					
首字母名字 / <i>First Name</i>		中間名 / <i>Middle Initial</i>		姓氏 / <i>Last Name</i>	
郵寄地址: 街號 <i>Mailing Address: Street Number</i>	街名 <i>Street Name</i>	單位號 <i>Unit Number</i>	城市 <i>City</i>	州 <i>State</i>	郵遞區號 <i>Zip Code</i>
主要電話 / <i>Primary Phone Number</i>			其他電話 / <i>Other Phone Number</i>		
↓住戶經理人信息 (若有) ↓ Resident Manager Information (if applicable)					
首字母名字 / <i>First Name</i>		中間名 / <i>Middle Initial</i>		姓氏 / <i>Last Name</i>	
郵寄地址: 街號 <i>Mailing Address: Street Number</i>	街名 <i>Street Name</i>	單位號 <i>Unit Number</i>	城市 <i>City</i>	州 <i>State</i>	郵遞區號 <i>Zip Code</i>
主要電話 / <i>Primary Phone Number</i>			其他電話 / <i>Other Phone Number</i>		
↓管理公司信息 (若有) ↓ Management Company Information (if applicable)					
公司名稱 / <i>Name of Company</i>		經理名字 / <i>First Name of Manager</i>		中間名 / <i>Middle Initial</i>	
姓氏 / <i>Last Name</i>					
郵寄地址: 街號 <i>Mailing Address: Street Number</i>	街名 <i>Street Name</i>	單位號 <i>Unit Number</i>	城市 <i>City</i>	州 <i>State</i>	郵遞區號 <i>Zip Code</i>
主要電話 / <i>Primary Phone Number</i>			其他電話 / <i>Other Phone Number</i>		
<input checked="" type="checkbox"/> 屋主代表資訊 <i>Landlord Representative Information:</i>		<input type="checkbox"/> 律師 <i>Attorney</i>	<input type="checkbox"/> 非律師代表 <i>Non-attorney Representative</i>	<input type="checkbox"/> 翻譯 <i>Interpreter</i>	
首字母名字 / <i>First Name</i>		中間名 / <i>Middle Initial</i>		姓氏 / <i>Last Name</i>	
郵寄地址: 街號 <i>Mailing Address: Street Number</i>	街名 <i>Street Name</i>	單位號 <i>Unit Number</i>	城市 <i>City</i>	州 <i>State</i>	郵遞區號 <i>Zip Code</i>
主要電話 / <i>Primary Phone Number</i>			其他電話 / <i>Other Phone Number</i>		

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租客訴求 / TENANT PETITION

此訴求的原因如下：（請僅選擇適用的原因。）

I am filing this petition for the following reason(s): (Check ONLY the reasons that apply.)

- A. 房屋服務嚴重減低：**（訴求必須附 **A** 表格）
Substantial Decrease in Housing Services: (Form A must be attached to petition.)

我所取得的房屋服務嚴重減低，但租金並未相對減低。此項原因包括針對違反統一旅館訪客政策所提出之訴求。

I have received a substantial decrease in housing services without a corresponding decrease in the rent. This includes claims based on noncompliance with Uniform Hotel Visitor Policy.

- B. 維修缺失：**（訴求必須附 **B** 表格）
Failure to Repair and Maintain: (Form B must be attached to petition.)

我在過去 **60** 日內收到加租通知，我不認為我應該支付此租金，因為房東並未依法律規定進行必需的維修。

I received a notice of rent increase within the last 60 days and I do not believe I should pay it because the landlord has failed to do requested repair and maintenance that is required by law.

- C. 違法加租：**（訴求必須附 **C** 表格）
Unlawful Rent Increase(s): (Form C must be attached to petition.)

我收到違法加租及 / 或我希望租務委員會決定我目前的租金金額是否合法。

I received an unlawful rent increase and/or I want the Rent Board to determine whether my current rent is a lawful amount.

- D. 反對轉付：**（訴求必須附 **D** 表格）
Challenges to Passthroughs: (Form D must be attached to petition.)

房東不當徵收或未結束下列一項或數項轉付：

The landlord improperly imposed or failed to discontinue one or more of the following passthroughs:

- a. 設施（瓦斯與電費）轉付
Utility (Gas and Electric) Passthrough
- b. 水收益債券轉付
Water Revenue Bond Passthrough
- c. 一般義務債券措施轉付
General Obligation Bond Measure Passthrough
- d. 主要修繕轉付
Capital Improvement Passthrough

- E. 其他：** / Other: _____
(附書面說明所訴求之救濟，例如要求認定管轄區 / 免除，或其他聽證會要求。)
(Attach a written explanation of the relief sought, such as a request for determination of jurisdiction/exemption, or other request for a hearing.)

San Francisco Residential Rent Stabilization and Arbitration Board

租客訴求人聲明

DECLARATION OF TENANT PETITIONER(S)

本人在理解加州法偽證後果下聲明，此信息與每個附件、聲明與表格，據本人所知與相信，均屬真實且正確。
I declare under penalty of perjury under the laws of the State of California that this information and every attached document, statement, and form is true and correct to the best of my knowledge and belief.

備註： 租住單位的每個租客希望加入此訴求者，皆必須簽署此聲明。居住於不同租住單位中的租客，必須另外填寫訴求。

NOTE: *Every tenant of the rental unit who wishes to be included in this petition must sign this declaration. Any tenant who lives in a different rental unit must file a separate petition.*

(請工整書寫姓名 / *Print Full Name*)

(租客訴求人簽名 / *Signature of Tenant Petitioner*)

(日期 / *Date*)

(請工整書寫姓名 / *Print Full Name*)

(租客訴求人簽名 / *Signature of Tenant Petitioner*)

(日期 / *Date*)

(請工整書寫姓名 / *Print Full Name*)

(租客訴求人簽名 / *Signature of Tenant Petitioner*)

(日期 / *Date*)

在此勾選如果您在聽證會當天需要翻譯。 如果是這樣，您需要提交翻譯困難申請表。翻譯員必須講以下語言 (請選擇一項) / *Check here if you will need an interpreter on the day of the hearing. If so, you will need to submit the Hardship Application for Interpreter Form. The interpreter must speak the following language (check one):*

粵語 / *Cantonese* 國語 / *Mandarin* 其他 / *Other* _____

San Francisco Residential Rent Stabilization and Arbitration Board

租客訴求-D 表格 反對轉付

TENANT PETITION – FORM D CHALLENGES TO PASSTHROUGHS

請勾選下列所有適用欄位，附上所有相關證據，證明您訴求對象的轉付違法。請使用書面英語完整填寫此表格。
Please check all applicable boxes below and attach all relevant evidence that supports your claim that the passthrough is improper. Complete this form in written English.

不當轉付 *Improper Passthrough*

1. 房東不當計算及 / 或徵收下列一項或數項轉付：（必須於生效日後一年內提出，加租通知與轉付計算表必須附在訴求表後） / *The landlord improperly calculated and/or imposed one or more of the following passthroughs: (Must be filed within one year of the effective date. A copy of the rent increase notice and passthrough worksheet(s) must be attached to the petition.)*

- a. 設施（瓦斯&電）轉付【請參考規章第 6.16 與 10.13 條】
Utility (Gas & Electric) Passthrough [Refer to Rules and Regulations Sections 6.16 and 10.13]

_____ 轉付生效日 / *Effective date of passthrough*
(年月日/Month/Date/Year)

\$ _____ 轉付金額 / *Amount of passthrough*

我認為轉付違法，因為：（請勾選所有適用理由。）

I believe the passthrough is improper because: (Check all grounds that apply.)

- i. 房東進行轉付，但未向租務委員會提出依規定應該提出之申請或設施轉付計算表。
The landlord imposed the utility passthrough without filing a required petition or Utility Passthrough Calculation Worksheet at the Rent Board.
- ii. 房東在向租務委員會提出申請或設施轉付計算表之前，發出設施轉付加租通知。
The landlord served the notice of increase for the utility passthrough before filing a required petition or Utility Passthrough Calculation Worksheet at the Rent Board.
- iii. 房東的加租通知中，並未包括設施轉付計算表影本。
The landlord did not serve a copy of the Utility Passthrough Calculation Worksheet with the notice of rent increase.
- iv. 房東在我租金年度增租日期以外的其他日期進行設施轉付。
The landlord imposed the utility passthrough on a date that is not my rent increase anniversary date.
- v. 房東計算設施轉付時，房數計算錯誤。
The landlord used an incorrect room count to calculate the utility passthrough.
- vi. 房東未使用正確的基年及 / 或比較年。
The landlord did not use the correct base year and/or comparison year.
- vii. 房東收取洗衣服務使用費，將洗衣設施費用不當納入設施費用總額中計算。
The landlord charges a user fee for laundry services and improperly included the cost of the laundry facilities in the total utility cost.
- viii. 其他原因。（請解釋請使用書面英語完整填寫此表格。） / *Other reason (Explain in written English):*

租客訴求-D 表格
反對轉付

TENANT PETITION – FORM D
CHALLENGES TO PASSTHROUGHS

不當轉付
Improper Passthrough

- b. 水收益債券轉付【請參照條例第 37.3(a)(5)條；規章第 4.14 與 10.14 條】
Water Revenue Bond Passthrough [Refer to Ordinance Section 37.3(a)(5); Rules and Regulations Sections 4.14 and 10.14]

_____ 轉付生效日 / *Effective date of passthrough*
(年月日/Month/Date/Year)

\$ _____ 轉付金額 / *Amount of passthrough*

我認為轉付違法，因為：（請勾選所有適用理由。）

I believe the passthrough is improper because: (Check all grounds that apply.)

- i. 房東的加租通知中，並未包括水收益債券轉付計算表影本。
The landlord did not serve a copy of the Water Revenue Bond Passthrough Worksheet with the notice of rent increase.
- ii. 房東計算轉付有誤。
The landlord did not properly calculate the passthrough.
- iii. 轉付計算使用房數有誤。
The passthrough is calculated using an incorrect unit count.
- iv. 房東對轉付收費與計算未提供明確書面解釋。
The landlord failed to provide a clear written explanation of the charges and the calculation of the passthrough.
- v. 我的單位不符合要求水保留設置的相關法律。
My unit is not in compliance with applicable laws requiring water conservation devices.
- vi. 我要求相關水費單影本，房東並未提供。
I requested a copy of the applicable water bill(s) and the landlord did not provide them.
- vii. 我的租用在轉付計算期間之收費期間或之後開始。
My tenancy began during or after the billing period(s) included in the passthrough calculation.
- viii. 租務委員會先前曾核准經營與維護費用調漲，其中包括相同的水費調漲。
The Rent Board previously approved an Operating and Maintenance Expense increase that included the same increase in water bill charges.
- ix. 其他原因。（請解釋請使用書面英語完整填寫此表格。）/ *Other reason (Explain in written English):*

租客訴求-D 表格
反對轉付

TENANT PETITION – FORM D
CHALLENGES TO PASSTHROUGHS

不當轉付
Improper Passthrough

- c. 一般義務債券措施轉付【請參照條例第 37.3(a)(6)條】
General Obligation Bond Measure Passthrough [Refer to Ordinance Section 37.3(a)(6)]

_____ 轉付生效日 / *Effective date of passthrough*
(年月日/Month/Date/Year)

\$_____ 轉付金額 / *Amount of passthrough*

我認為轉付違法，因為：（請勾選所有適用理由。）

I believe the passthrough is improper because: (Check all grounds that apply.)

- i. 房東的加租通知中，並未包括債券措施轉付計算表影本。
The landlord did not serve a copy of the Bond Measure Passthrough Worksheet with the notice of rent increase.
- ii. 房東計算轉付有誤。
The landlord did not properly calculate the passthrough.
- iii. 轉付計算使用房數有誤。
The passthrough is calculated using an incorrect unit count.
- iv. 房東在我租金年度增租日期以外的其他日期進行設施轉付。
The landlord imposed the passthrough on a date that is not my rent increase anniversary date.
- v. 我在相關稅務年度的 11 月 1 日以前並未居住在單位中。
I did not reside in the unit as of November 1st of the applicable tax year.
- vi. 租務委員會先前曾核准經營與維護費用加租，其中包括相同因一般債務債券還款的財產稅加租。
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.
- vii. 其他原因。（請解釋請使用書面英語完整填寫此表格。）/ *Other reason (Explain in written English):*

租客訴求-D 表格
反對轉付

TENANT PETITION – FORM D
CHALLENGES TO PASSTHROUGHS

未結束轉付
Failure to Discontinue a Passthrough

2. 房東未於正確時間結束下列一項或數項轉付：（此訴求可隨時提出，不受一年限制。）
The landlord failed to discontinue one or more of the following passthroughs at the proper time: (May be filed at any time and is not subject to the one-year limitation.)

- a. 主要修繕轉付（訴求表後應附加租通知影本。若有租務委員會決定核准轉付，也必須附上影本。）
Capital Improvement Passthrough (A copy of the rent increase notice and, if available, the Rent Board decision approving the passthrough must be attached to the petition.)

_____ 轉付生效日 / Effective date of passthrough
(年月日/Month/Date/Year)

\$ _____ 轉付金額 / Amount of passthrough

- b. 設施轉付（訴求表後應附加租通知影本）
Utility Passthrough (A copy of the rent increase notice must be attached to the petition.)

_____ 轉付生效日 / Effective date of passthrough
(年月日/Month/Date/Year)

\$ _____ 轉付金額 / Amount of passthrough

- c. 水收益債券轉付（訴求表後應附加租通知與計算表影本）
Water Revenue Bond Passthrough (A copy of the rent increase notice and worksheet must be attached to the petition.)

_____ 轉付生效日 / Effective date of passthrough
(年月日/Month/Date/Year)

\$ _____ 轉付金額 / Amount of passthrough

- d. 一般義務債券措施轉付（訴求表後應附加租通知影本）
General Obligation Bond Measure Passthrough (A copy of the rent increase notice must be attached to the petition.)

_____ 轉付生效日 / Effective date of passthrough
(年月日/Month/Date/Year)

\$ _____ 轉付金額 / Amount of passthrough