San Francisco Residential Rent Stabilization and Arbitration Board

Note: You must complete a separate form for each residential unit at the property.

Rent Board Date Stamp

HOUSING INVENTORY FORM
UNIT OCCUPIED BY NON-OWNER

Unit Address	**1. Assessor's Parcel Number (APN):** _____ **2. Street Address:** _____ **Unit:**_____
Unit Information	**3. # of Bedrooms:** _____ **4. # of Bathrooms:** _____ **5. Approx. Square footage** (to the best of your knowledge)**:**_____
Rental Information	**6. What is the approximate monthly base rent[1] for the unit,** *rounded up to the nearest $250.00 increment*? **(For example, $1,000.00, $1,250.00, $1,500.00, $1,750.00, $2,000.00, etc.)** $ _____ **7. Does the base rent include payment of any utilities by the landlord? (check all that apply)** ☐ water/sewer ☐ refuse/recycling ☐ natural gas ☐ eletricity ☐ internet ☐ other (describe here): _____

[1] Base rent includes rent paid for housing services such as parking or storage, but does not include capital improvement passthroughs, bond passthroughs, or other temporary charges.

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Unit Occupancy and/or Vacancy Information	**8. Date Current Occupancy Began:** _____ (**if this date is more than 12 months ago, skip #9**) **9. Dates of any other Occupancies or Vacancies in the past 12 months (attach additional pages if necessary):** ❑ **Occupancy or** ❑ **Vacancy** ❑ **Occupancy or** ❑ **Vacancy** **Start Date:** _____ **Start Date:** _____ **End Date:** _____ **End Date:** _____
Contact Information	**Business Contact For Owner** (**the person to be contacted regarding the unit**) **10. Full Name:**_____ ❑ **Owner** ❑ **Owner's Agent** ❑ **Property Manager** **11. Phone:**_____ **12. Email:**_____ **13. Mailing Address:**_____ **14. Business Registration # for Unit (if any):**_____

I have used all reasonable diligence in preparing this statement. I have reviewed the statement and to the best of my knowledge the information contained herein is true and complete. To the extent I was unable, despite the use of reasonable diligence, to ascertain the exact information to be reported, I have provided the most accurate approximation that I can based on information and belief where possible or, where such approximation is not feasible, I have stated that the information is unknown. I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

_____ _____

Signature of (check one) ❑ Property Owner ❑ Owner's Agent ❑ Property Manager   Date

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