

## One-Time Utility Adjustment Petition Process

### Workbook and Filing Determination for Full Covered Properties

Which of the three (3) scenarios below best describes how tenancies in existence before March 1, 2024 are billed for utilities?		
<b>1. All utilities are charged separately from rent (not submetered).</b>	<b>2. Some utilities are charged separately from rent (not submetered or included in rent).</b>	<b>3. All utilities are submetered or included in rent.</b>
<i>Utilities: Water, electricity, gas, sewer, garbage</i>		
<ul style="list-style-type: none"> <li>All utilities are billed using RUBS/similar system or paid directly to landlord.</li> </ul>	<ul style="list-style-type: none"> <li>Some but not all utilities are billed using RUBS/similar system or paid directly to landlord.</li> </ul> <p>AND</p> <ul style="list-style-type: none"> <li>Other utilities are submetered (such as PG&amp;E). Tenant pays for their actual usage of submetered utilities.</li> </ul> <p>AND/OR</p> <ul style="list-style-type: none"> <li>Other utilities are included in rent.</li> </ul>	<ul style="list-style-type: none"> <li>All utilities are submetered.</li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>All utilities are included in rent. Tenants do not pay separately for utilities.</li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>Some utilities are submetered and remaining utilities are included in rent.</li> </ul>
<b>Petition Process Required</b>		
Full petition process	Full petition process	Condensed petition process*
<b>Preparing for the Petition</b>		
<ul style="list-style-type: none"> <li>Tenant name and contact information.</li> <li>Property wide utility bills for each type of utility from July 1, 2023 – June 30, 2024.</li> <li>Individual unit documentation such as date of tenant move in, rent increase information and floorplans (number of bedrooms, presence of kitchen and living room).</li> <li>Documentation of common area facilities such as pool, landscaping, laundry facilities on the property (pictures or floor plans).</li> </ul>	<ul style="list-style-type: none"> <li>Tenant name and contact information.</li> </ul> <p>For utilities billed using RUBS/similar system:</p> <ul style="list-style-type: none"> <li>Property wide utility bills for each type of utility from July 1, 2023 – June 30, 2024.</li> <li>Individual unit documentation such as date of tenant move in, rent increase information and floorplans (number of bedrooms, presence of kitchen and living room).</li> <li>Documentation of common area facilities such as pool, landscaping, laundry facilities on the property (pictures or floor plans).</li> </ul> <p>AND</p> <p>For utilities included in rent or submetered:</p> <ul style="list-style-type: none"> <li>Proof of exemption               <ul style="list-style-type: none"> <li>Proof of submeters (pictures of submeters, individual bills).</li> <li>Rental agreement including utilities as part of rent.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Tenant name and contact information.</li> <li>Proof of exemption               <ul style="list-style-type: none"> <li>Proof of submeters (pictures of submeters, individual bills).</li> <li>Rental agreements including utilities as part of rent.</li> </ul> </li> </ul>

\* There are no changes to billing for utilities paid directly by the tenant to the utility provider (such as PG&E); utilities that are sub-metered; and utilities that are already included in rent and not charged separately to tenants. However, for properties that have all utilities under these circumstances, the landlord will need to submit a Condensed Petition during the petition process for verification and allow for tenant response.