

## **Petition Process Accommodations to Date**

(April 23, 2018)

### **1. Informal Review of Petitions**

- Because the petition must be served on the affected party prior to formally filing with the City, any issues found during formal review in the petition meant that the petition would need to be re-served on the affected party
- To circumvent this issue, City staff now performs an informal review of the petition (if requested) and reviews any issues with the petitioner prior to the formal serving

### **2. Petition Forms**

- All petition forms have been/are continuously updated as per the CSFRA and Regulations when potential issues/concerns are brought to our attention
  - Additional, clarified instructions
  - Evidentiary documentation examples
  - Formatting changes and modifications
    - Restructuring of forms to have supplemental worksheets in the back of the petition

### **3. Filing/Serving Process**

- Allows petitioner to serve packet of worksheets to affected parties without evidentiary documentation
- Evidentiary documentation is provided only to the City
- Redacted copies are available as requested (as per the Public Records Request Act)

### **4. Redaction Process**

- Originally landlords were requested to provide a copy of the petition in redacted form; however, this is a complex process that proved to be cumbersome, particularly for small landlords
- The City's redaction services are now handling all petitions as public records requests and completing the redactions as quickly as possible
- Redacted petitions are now forwarded by staff as requested

### **5. Informational Sessions**

- For petitions with 10 or more affected units, Project Sentinel is now hosting informational sessions prior to a pre-hearing settlement conference or hearing
- Landlords and tenants are welcome to attend
- Provides an opportunity to review the petition process and answer process related questions prior to the pre-hearing settlement conference or hearing

### **6. Workshops**

- Workshops are now held twice per month for landlords and tenants
- Format is amended to be small group/specific-question oriented