

DATE: December 12, 2024

TO: Rental Housing Committee

FROM: Patricia Black, Senior Management Analyst
Anky van Deursen, Division Manager
Karen M. Tiedemann, Special Counsel to the Rental Housing Committee
Nazanin Salehi, Special Counsel to the Rental Housing Committee

SUBJECT: Notification of Minor Clarification in CSFRA Regulations Chapter 13: Utilities

RECOMMENDATION

Review notification of minor clarification to Community Stabilization and Fair Rent Act Regulations Chapter 13: Utilities.

BACKGROUND

In September 2024, the Rental Housing Committee (RHC) adopted amendments to Community Stabilization and Fair Rent Act (CSFRA) Regulations Chapter 13: Utilities, delegating to staff the authority to make minor changes to the One-Time Utility Adjustment Petition process as staff determines necessary without the need to bring these changes back to the Committee for approval.

DISCUSSION

While reviewing One-Time Utility Adjustment Petition submittals, staff noticed no deadline is provided in Chapter 13 regarding how long landlords have to serve the petitions on tenants after landlords receive notification from Division staff that the petitions are ready to serve.

Minor Clarification to CSFRA Regulations, Chapter 13, Section B.8

Section B.8

8. Complete Utility Adjustment Petition and Service on Tenant(s). Once it has been determined that the Utility Adjustment Petition Packet appears complete, Staff will notify the Landlord with a Notice of Submission Review that the Petition is ready to be served on the Tenant(s) of the affected unit(s), including any units subject to a claim of exemption. The Landlord must provide a copy of the Petition (without supporting

documentation) described in Section B.4 and an informational notice form (as prescribed by the Rent Stabilization Division) to each unit to which the Petition applies at the address of each affected Unit within fifteen (15) business days of receiving the Notice of Submission Review that the Petition is ready to be served from the Division (electronic service is allowed if regularly used as a method of communication between landlord and tenant(s)).

Reason for Recommendation: The proposed modification to CSFRA Regulations Chapter 13, Section B.8, provides guidance to landlords on how long they have to serve the petition on tenants after receiving, from the Division, the Notice of Submission Review that the Petition is ready to be served and prevents landlords from waiting an indefinite period of time to do so. This change will ensure that the One-Time Utility Adjustment Petition process continues to move along efficiently and without unnecessary delays.

FISCAL IMPACT—Receiving this notification does not impact the budget of the RHC.

PUBLIC NOTICING—Agenda posting, posting on the City’s website, and email to distribution list.

PB-AvD-KMT-NS/KG/1/HSN/RHC
897-12-12-24M

Attachment: 1. Clarification to Chapter 13: Utilities