

DATE: February 26, 2026

TO: Rental Housing Committee

FROM: Andrea Kennedy, Senior Management Analyst
Anky van Deursen, Rent Stabilization Manager

SUBJECT: CSFRA and MHRSO Annual Fee Payment and Registration Compliance

RECOMMENDATION

Receive information on landlord and mobile home park owner compliance with the annual fee payment and registration requirements for the Community Stabilization and Fair Rent Act (CSFRA) and the Mobile Home Rent Stabilization Ordinance (MHRSO).

BACKGROUND

The Rental Housing Committee (RHC) has requested periodic updates related to compliance with the annual fee payment and registration requirements under the CSFRA and the MHRSO. Each year, the RHC adopts a budget to fund the reasonable and necessary expenses needed to implement and administer the CSFRA and MHRSO. Landlords pay an annual Rental Housing Fee for CSFRA-covered properties, and mobile home park owners pay an annual Space Rental Fee for MHRSO-covered mobile home spaces to fund the adopted budgets.

Annual mandatory payment of fees and registration updates are due January 31 of each year. For example, the deadline for Fiscal Year 2025-26 was January 31, 2026. Payments and registration after this date are subject to late fees and penalties. Staff measures compliance at two points in time: (1) by the due date of January 31 of each year; and (2) by the end of each fiscal year.

To increase compliance with the fee and registration requirements and to streamline the process, the RHC passed regulations making annual registration mandatory (adopted in 2020) and establishing a schedule of fees/fines for late annual fee payments and unit registration (adopted in 2022).

ANALYSIS

Outreach and Education

Staff conducts extensive outreach and education efforts during each annual fee and registration cycle to support the ability of landlords and park owners to comply with the fee payment and registration requirements. Table 1 summarizes the outreach activities performed over the years.

For the 2025/2026 cycle, staff implemented a new automated direct email campaign process to address delinquent fee payments and outstanding registration submissions. The system sends emails to delinquent landlords on the first day of each month, notifying them of their past-due status. Each email is property-specific and outlines the steps needed to resolve the identified compliance issues. It also outlines the penalties for non-compliant properties and the late fees that may apply if the issues are not resolved. An automated email was sent on February 1, 2026, to 84 landlords with incomplete registration profiles or delinquent fee payments, prompting 25 landlords to take immediate corrective action. A first and second noncompliance letter will be sent later this fiscal year to properties that remain out of compliance. It is anticipated that implementing automated monthly notifications will further improve overall annual compliance rates.

Table 1: Fee and Registration Requirements Outreach (2023-2026)

Outreach Activities	2023	2024	2025	2026
Landlord-focused webinars on annual registration and fee requirements.	12	5	3	3
Targeted outreach and education mailings, emails, and informational letters.	4	9	5	4
Direct emails to landlords with incomplete registration profiles or delinquent fee payments.	166	58	57	84
First noncompliance letter to landlords	317	91	106	Upcoming
Second noncompliance letter to landlords with a copy to tenants	154	57	28	Upcoming

Fee Payment and Registration Compliance

As shown in Table 2, the on-time payment of CSFRA fees and registration of units by the January 31 deadline have increased significantly over the past four years since the implementation of the compliance measures discussed above, with compliance in 2026 at or near all-time highs. Staff anticipates that the 87 percent compliance rate for fee payments and the 82 percent compliance rate for unit registration will increase when these are measured again at the end of the fiscal year.

Table 2: CSFRA Fee Payment and Registration Compliance by January 31 Deadline¹

Year	Fee	Fee Payment Compliance				Registration Compliance			
		January 31 Deadline	Percent Change	Annual	Percent Change	January 31 Deadline	Percent Change	Annual	Percent Change
2018	\$155			98%	-				
2019	\$124			98%	0%				
2020	\$101			97%	-1%				
2021	\$85			97%	0%			38%	-
2022	\$102			94%	-3%			42%	+11%
2023	\$96	68%	-	95%	+1%	36%	-	88%	+110%
2024	\$107	73%	+7%	97%	+2%	74%	+106%	95%	+8%
2025	\$120	83%	+13%	96%	-1%	83%	+12%	96%	+1%
2026	\$130	87%	+5%	TBD	TBD	82%	-1%	TBD	TBD

¹ Invoice compliance percentages are reporting fees collected from the original billing date through January 31, 2026.

As shown in Table 3, all mobile home parks continue to fully comply with the fee payment and registration requirements. In 2026, all six mobile home parks completed the fee payment and registration requirements by the January 31 deadline.

Table 3: MHRSO Fee Payment and Registration Compliance

Year	Fee	Fee Payment Compliance				Registration Compliance			
		January 31 Deadline	Percent Change	Annual	Percent Change	January 31 Deadline	Percent Change	Annual	Percent Change
2022	\$258.40	N/A	-	100%	-			100%	-
2023	\$307	83%	-	100%	0%	83%	-	100%	0%
2024	\$300	83%	0%	100%	0%	67%	-19%	100%	0%
2025	\$285	100%	+20%	100%	0%	100%	+49%	100%	0%
2026	\$142	100%	0%	100%	0%	100%	0%	100%	0%

FISCAL IMPACT

Providing this informational update to the Rental Housing Committee has no fiscal impact.

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