



## **Landlord Worksheet Documentation of Increases in Tenants**

### **Introductory Information**

A landlord is entitled to a fair return on rental property. Pursuant to the Rent Stabilization Ordinance, the City has established a process by which landlords can request exceptions to the limitation on rent increases based on the right to a fair return. The details of the process are available at our [website](#).

If the number of tenants allowed by the rental agreement has increased, and those additional tenants are actually occupying the unit as their principal residence, then the rent for the unit may be increased by up to fifteen percent (15%) for each additional tenant above the base occupancy level. This increase is in addition to any rent adjustment to which the landlord is otherwise entitled.

However, no increase in rent for additional tenants shall be granted for any additional tenant who is a spouse, domestic partner, child, grandchild, parent, grandparent, legal guardian of a child, parent of any of the Tenants, other resident child, or caretaker/attendant as required for a reasonable accommodation for a person with a disability, unless the Tenants agree in writing to the increase.

This worksheet is intended to be used by landlords who are seeking an exception to the 3% annual limitation on rent increases based on an increase in the number of tenants occupying a unit. If you are seeking an exception based on an increase in the number of tenants and other factors, you will need to fill-out other necessary worksheets in addition to this Increases in Tenants worksheet.

If requesting an exception by *self-certification*, the landlord must retain this completed worksheet for at least 3 years.

If requesting a *staff determination*, the worksheet should be sent to the city to be reviewed in coordination with other required documentation. The worksheet can be sent by replying to the email received after submitting the Request for Exception form.

---

**I. General  
Information  
About the  
Property**

1. Street Address: \_\_\_\_\_
2. Parcel Numbers(s): \_\_\_\_\_
3. Year Property Purchased by Current Owner: \_\_\_\_\_
4. Total Number of Units on the Property: \_\_\_\_\_
5. Name/Number of Unit Affected by Proposed Rent Increase: \_\_\_\_\_
6. Other: \_\_\_\_\_

---

**II. Landlord  
Information**

7. Name: \_\_\_\_\_
8. Phone(s): (\_\_\_\_) \_\_\_\_\_
9. Business Address: \_\_\_\_\_
10. City, State, Zip: \_\_\_\_\_
11. Business E-mail: \_\_\_\_\_

---

**III. Agent  
Information  
(if applicable)**

12. Name: \_\_\_\_\_
13. Phone(s): (\_\_\_\_) \_\_\_\_\_
14. Business Address: \_\_\_\_\_
15. City, State, Zip: \_\_\_\_\_
16. Business E-mail: \_\_\_\_\_

---

**IV. Changes in  
Tenants**

**17. Briefly describe the tenants in the rental unit. Include their relationship to one another to the extent you are aware:**

---

---

---

**18. Briefly describe the *additional* tenants in the rental unit. Include their relationship to one another to the extent you are aware:**

---

---

---

