



RENT STABILIZATION PROGRAM

2019-2020 Annual Request for Fee Exemption

If you are the owner of a building in San José with three or more units that was built and first rented prior to September 7, 1979, your property is subject to the City's Apartment Rent Ordinance (ARO). Buildings with units subject to the ARO are required to pay an annual fee. If an apartment unit in a rent-controlled building is rented with a government-funded rent subsidy (i.e. Section 8, Housing Choice voucher, etc.), the apartment is not exempt from the annual rental fees. However, a project based building is exempt. Additionally, owner occupied, hotel/motel, or guesthouse (rented less than 30 days) may be exempt if it meets certain requirements as defined under the Apartment Rent Ordinance.

If you believe your ARO unit(s)/building(s) qualifies for an exemption, please fill out this form and return the original **along with required supporting documents** to the City of San José Rent Stabilization Program, 200 E. Santa Clara Street, 12th Floor, San José, CA 95113-1905 or email to RSP@sanjoseca.gov. Keep a copy for your records. ***If you own more than one property, please submit one exemption form per property.***

The exemption form must be received by 5pm, September 3, 2019

Owner Contact Information

Name of Owner	
Owner Mailing Address	
City, State, and Zip Code	
Daytime Phone #	
Email Address	

Property Information (One Property Per Exemption Form)

Property Address:			
Building Completion Date			
Multiple Housing Permit Number (RSN)		APN	
Total # of Units		# of Units Exempt	

Unit Exemption(s) (check all that apply and attach a copy of the required documentation):

- Owner occupied: # of units: _____ Please provide at least 3 of the following:
 - Utilities – 4 consecutive months for the following utilities: telephone, cable, gas, electric.
 - Banking/Financial – Credit card statements (4 consecutive months), Bank statements (4 consecutive months), Income tax return.
 - Property or Moving – Car and home insurance policies, Post Office change of address order, Moving company receipt or other proof of other proof of move-in date.
 - Government Issued – Driver's license, Car registration, Property tax bill, Voter registration.
- Used as a hotel or permitted guest house: # of units: _____
 - Copy of the Transient Occupancy Registration Certificate.
- Affordable Project based or owned/operated by a governmental agency: # of units: _____
 - Documents designating Affordable and proof of ownership or operation.

I declare under penalty of perjury that the foregoing statements are true and correct.

(Signature)

(Date)