

1. Section 8 of the Interim Rent Control Ordinance (“the Ordinance”) allows a landlord to file a petition for relief from the Ordinance if the landlord contends that the limitations on rent increases in Section 4 of the Ordinance will prevent the landlord from receiving a fair and reasonable return with respect to the operation of the property containing the covered rental unit.
2. The landlord may file a petition for rent increase with the Culver City Housing Division requesting a hearing, which will be heard by a Hearing Officer appointed by the Director of the Community Development Department.
3. The landlord shall mail a copy of pages 1-3 of the “Petition for Rent Increase Form” and a copy of Tables A – M (any personal financial information may be redacted) by first class mail, postage prepaid, to all tenants whose rents are the subject of the petition within five (5) calendar days after the date the petition is filed with the City. The landlord need only mail the “Petition for Rent Increase Form” and tables, not the attached documentation.
4. Within ten (10) calendar days after the date the petition is filed, the landlord shall file with the City a proof of service signed under penalty of perjury stating that a copy of the Petition and Tables was mailed to all such tenants.
5. The “Petition for Rent Increase Form” requires the landlord to provide a statement indicating the basis on which the landlord contends that the limitations of the Ordinance on rent increases will prevent the landlord from receiving a fair and reasonable return. The Tables attached to the form allow the landlord to provide evidence that the landlord wants the Hearing Officer to consider.
6. The landlord shall bear the burden of providing by a preponderance of the evidence at the hearing that because of the implementation of the Ordinance, the landlord is unable to obtain a fair and reasonable return.
7. All petitions will be reviewed by the Housing Division for completeness within 10 business days of filing of the application. If an application is deemed to be incomplete, the landlord will be notified in writing as to what additional information is required.
8. Complete applications will be considered by a Hearing Officer at a hearing that will be conducted no sooner than 15 days and no later than 60 days after the Housing Division’s receipt of a petition that is deemed complete, along with a copy of the proof of service on the affected tenants, unless the Hearing Officer determines that good cause exists for an extension of time.
9. In evaluating the petition, the Hearing Officer shall consider all relevant factors that may potentially impact a landlord's ability to obtain a fair and reasonable return and shall consider the basis for the calculation of any increase in rent, including all documentation attached to this petition.
- 10. Petitions shall be submitted by mail or in person to: City of Culver City, Housing Division, 9770 Culver Blvd., Culver City, CA 90232. Please note that all items must be included in the petition package in order for the application to be considered complete.**
11. If you have any questions about the petition process or forms, contact the Housing Division at (310) 253-5790 or [rent.control@culvercity.org](mailto:rent.control@culvercity.org)





## Petition for Rent Increase Form (For Petitions Filed Before June 1, 2020)

### Instructions

- Complete sections 1-9, below.
- Complete and attach Tables A - J. Attach Tables K, L, or M only if applicable.

### 1. Property Information

Street Address		AIN	
City		State	Zip
# Residential Units on Property		# Units Where Rent Increase Proposed	
Year Built		Certificate of Occupancy Date	Owner Purchase Date

### 2. Owner Information *If there are more than two owners, attach additional pages.*

Owner 1			
Trust/LLC/Business Name		Ownership %	
First Name		Last Name	
Email		Phone	
Mailing Address			
Street Address		Unit	
City		State	Zip

Owner 2			
Trust/LLC/Business Name		Ownership %	
First Name		Last Name	
Email		Phone	
Mailing Address			
Street Address		Unit	
City		State	Zip

### 3. Authorized Agent Information (if applicable)

*Instructions: Enter information for the person you authorize to sign documents related to this petition for you.*

First Name		Last Name	
Email		Phone	
Mailing Address			
Street Address		Unit	
City		State	Zip

### 4. Who is the primary point of contact for this petition?

- ☐ Owner 1    ☐ Owner 2    ☐ Authorized Agent

AIN: \_\_\_\_\_

Address: \_\_\_\_\_

## 5. Petition Reason

*Instructions: Explain in detail why the limitations on rent increases in Section 4 of the Interim Rent Control Ordinance will prevent you from receiving a fair and reasonable return with respect to the operation of the property containing the covered rental unit. Attach additional pages, if necessary.*

## 6. Define Your "Current Year"

Enter in the box below the last complete month and year before the month during which this petition will be filed. Example: If the petition will be filed with the City on December 8, 2019 enter "November 2019".

"Current Year" is June 2019 -



AIN: \_\_\_\_\_

Address: \_\_\_\_\_

### 7. Business Tax Certificate

Attach a copy of your Culver City Business Tax Certificate, if applicable. All residential rental properties with four (4) or more units being rented require a Business Tax Certificate.

### 8. Rental Registry

Attach a copy of the Culver City Rent Registration Certificate for each unit. If you have submitted a Residential Rental Registration Form but have not yet received your Certificate(s), attach a copy of the Residential Rental Registration Form.

### 9. Certification

I hereby certify that each of the covered rental units for which a rent adjustment is sought is properly registered with the City of Culver City.

I hereby certify that the condition of each of the covered rental units for which a rent adjustment is sought is in substantial compliance with all state and local health and safety laws. (No rent adjustment will be processed if the property is subject to an uncorrected citation or notice of violation of local housing, health or safety laws issued by a governmental agency.)

I understand that this Petition, and any supporting attachments, are public documents and may be available for inspection by the public and the media, unless otherwise exempt from the California Public Records Act.

Under penalty of perjury under the laws of the State of California, I hereby certify that the foregoing information and that contained in any attached sheets is true and correct to the best of my knowledge and belief.

Under penalty of perjury under the laws of the State of California, I hereby certify that a copy of this petition will be mailed by first class mail, postage prepaid, to the tenants whose rents are the subject of this petition within five calendar days of filing this petition.

I hereby authorize and appoint the agent listed above to execute, under penalty of perjury, documents for this property. I agree to be bound by each document filed by this person to the same extent as if I had completed it myself.

Signature of Owner/Managing Partner	
Print First and Last Name	
Date	
Signature of Authorized Representative	
Print First and Last Name	
Date	

AIN: \_\_\_\_\_

Address: \_\_\_\_\_



Petition for Rent Increase Form  
**Table A: Net Operating Income Summary**

Instructions

- Complete lines 1 - 13, below, following the instructions in the column marked "Reference".
- Enter "Current Year" using definition on the Petition for Rent Increase Form, Page 2, Section 6.

**Base Year (June 2018 - May 2019)**

Line	Description	Base Year Amounts (June 2018 - May 2019)	Reference
1	Total Rental Income		Table B, Column A, Line 21
2	Total Other Income		Table D, line 10
3	Gross Income		Line 1 + Line 2
4	Total Operating Expenses		Table E, line 12
5	<b>Net Operating Income (NOI)</b>		Line 3 - Line 4
6	<b>Monthly NOI</b>		Line 5 ÷ 12

**Current Year (June 2019 - \_\_\_\_\_)**

Line	Description	Current Year Amounts (June 2019 - _____)	Reference
7	Total Rental Income		Table B, Column B, Line 21
8	Total Other Income		Table D, line 20
9	Gross Income		Line 7 + Line 8
10	Total Operating Expenses		Table E, line 24
11	<b>Net Operating Income (NOI)</b>		Line 9 - Line 10
12	<b>Monthly NOI</b>		Line 11 ÷ Number of Full Months In Current Year

**Percent Change in Monthly NOI from Base Year to Current Year**

Line	% Change in Monthly NOI (list to two decimal places)	Reference
13		$[(\text{Line 12} - \text{Line 6}) / (\text{Line 6})] \times 100$

AIN: \_\_\_\_\_

Address: \_\_\_\_\_



Petition for Rent Increase Form  
**Table B: Property Rental Income**

Instructions

- Complete the table, below, using the information from Table C for each unit.
- For properties with more than 20 units, attach additional sheets, and enter totals for all units on the first sheet, Columns A and B, Line 21.
- Enter "Current Year" using definition on the Petition for Rent Increase Form, Page 2, Section 6.

Line	Unit #	Column A	Column B
		Base Year Rental Income (from Table C, Line 13)	Current Year Rental Income (from Table C, Line 25)
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21	<b>Total Rental Income</b>		

AIN: \_\_\_\_\_

Address: \_\_\_\_\_

Unit # : \_\_\_\_\_



Petition for Rent Increase Form  
**Table C: Individual Unit Rental Income**

Instructions

- **Complete this worksheet for each unit in the subject property. Each unit must be on a separate sheet. For properties with multiple units, you will need to print multiple sheets.**
- You must complete for each unit in the subject property even if your petition is related to only one unit, or not every unit.
- You must attach two (2) copies of documentation for the rent amounts in each line below.
- Required documentation for Rental Income: any and all invoices, cancelled checks, receipts, ledger sheets, or other documents.
- Explain and attach documentation for rent loss due to vacancy, uncollected rents (bad debts), or other.
- Write "Table C, Unit #, Line #" on the top of each individual documentation corresponding to the appropriate unit's worksheet and line, below.
- Enter "Current Year" using definition on the Petition for Rent Increase Form, Page 2, Section 6.

Unit #	
Number of Bedrooms	
Number of Bathrooms	
Current Monthly Rent	
Rent Increase Proposed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Amount of Proposed Rent Increase	
Start Date of Proposed Rent Increase	
Start Date Lease in Effect on June 11, 2019	
End Date of Lease in Effect on June 11, 2019	
Start Date Current Lease	
End Date Current Lease	

Form continues on page 2 →

AIN: \_\_\_\_\_

Address: \_\_\_\_\_

Unit # : \_\_\_\_\_

**Base Year (June 2018 - May 2019)**

Line	Month	Year	Rental Income
1	June	2018	
2	July	2018	
3	August	2018	
4	September	2018	
5	October	2018	
6	November	2018	
7	December	2018	
8	January	2019	
9	February	2019	
10	March	2019	
11	April	2019	
12	May	2019	
13	<b>Total Base Year Rental Income</b> <i>Sum Lines 1-12. Enter in Table B, Column A, in the row corresponding to the unit number.</i>		

**Current Year (June 2019 - \_\_\_\_\_)**

Line	Month	Year	Rental Income
14	June	2019	
15	July	2019	
16	August	2019	
17	September	2019	
18	October	2019	
19	November	2019	
20	December	2020	
21	January	2020	
22	February	2020	
23	March	2020	
24	April	2020	
25	<b>Total Current Year Rental Income</b> <i>Sum Lines 14-24. Enter in Table B, Column B, in the row corresponding to the unit number.</i>		

AIN: \_\_\_\_\_

Address: \_\_\_\_\_



## Petition for Rent Increase Form

### Table D: Other Income

#### Instructions

- Complete this worksheet for the entire subject property. Print additional sheets, if necessary.
- You must complete this worksheet for the entire subject property, even if your petition is related to only one unit, or not every unit.
- You must attach two (2) copies of documentation for the income amounts in each line below.
- Required documentation: any and all invoices, cancelled checks, receipts, ledger sheets, or other documents.
- Write "Table D, Line #" on the top of each individual documentation corresponding to the appropriate line, below.
- Enter "Current Year" using definition on the Petition for Rent Increase Form, Page 2, Section 6.

#### Base Year (June 2018 - May 2019)

Line	Category	Income
1	Laundry	
2	Garage	
3	Parking	
4	Storage	
5	Insurance Proceeds	
6	Security Deposit Interest	
7	Court Judgements	
8	Other 1	
9	Other 2	
10	<b>Total Base Year Other Income</b> <i>Sum Lines 1-9. Enter in Table A, Line 2</i>	

#### Current Year (June 2019 - \_\_\_\_\_)

Line	Category	Income
11	Laundry	
12	Garage	
13	Parking	
14	Storage	
15	Insurance Proceeds	
16	Security Deposit Interest	
17	Court Judgements	
18	Other 1	
19	Other 2	
20	<b>Total Current Year Other Income</b> <i>Sum Lines 11-19. Enter in Table A, Line 8.</i>	

AIN: \_\_\_\_\_

Address: \_\_\_\_\_



## Petition for Rent Increase Form

### Table E: Operating Expenses

#### Instructions

- Complete this worksheet for the entire subject property. Print additional sheets, if necessary.
- You must complete this worksheet for the entire subject property, even if your petition is related to only one unit, or not every unit.
- You must attach two (2) copies of documentation for the amounts in lines 1-6 and 13-18, below. Documentation for lines 7-11 and 19-23 is attached to each Table worksheet.
- Documentation includes: any and all invoices, bills, cancelled checks, receipts, ledger sheets, etc.
- Enter "Current Year" using definition on the Petition for Rent Increase Form, Page 2, Section 6.
- Amounts must match the amounts listed in the Table and Line shown in the "Reference" column.
- Write "Table E, Line #" on the top of each individual documentation corresponding to the appropriate line, below.

#### Base Year (June 2018 - May 2019)

Line	Category	Expense	Reference
1	Property Taxes		
2	Electricity		
3	Gas		
4	Water		
5	Trash		
6	Insurance		
7	Administrative/Management Expenses		Table F, Line 13
8	Repairs and Maintenance		Table G, Line 19
9	Owner Performed Labor		Table H, Line 20
10	License, registration or other fees		Table I, Line 13
11	Other Expenses		Table J, Line 13
12	<b>Total Base Year Expense</b> <i>Sum Lines 1-11. Enter in Table A, Line 4.</i>		

#### Current Year (June 2019 - \_\_\_\_\_)

Line	Month	Expense	Reference
13	Property Taxes		
14	Electricity		
15	Gas		
16	Water		
17	Trash		
18	Insurance		
19	Administrative/Management Expenses		Table F, Line 26
20	Repairs and Maintenance		Table G, Line 38
21	Owner Performed Labor		Table H, Line 40
22	License, registration or other fees		Table I, Line 26
23	Other Expenses		Table J, Line 26
24	<b>Total Current Year Expense</b> <i>Sum Lines 13-23. Enter in Table A, Line 10.</i>		

AIN: \_\_\_\_\_

Address: \_\_\_\_\_



Petition for Rent Increase Form

**Table F: Administrative & Management Expenses**

Instructions

- Complete this worksheet for the entire subject property. Print additional sheets, if necessary.
- You must complete this worksheet for the entire subject property, even if your petition is related to only one unit, or not every unit.
- You must attach two (2) copies of documentation for the amounts in each line below.
- Examples of documentation includes receipts, invoices, contracts, etc.
- Write "Table F, Line #" on the top of each individual documentation corresponding to the appropriate line, below.
- Enter "Current Year" using definition on the Petition for Rent Increase Form, Page 2, Section 6.

**Base Year (June 2018 - May 2019)**

Line	Description	Expense
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13	<b>Total Base Year Expense</b> <i>Sum Lines 1-12. Enter in Table E, Line 7.</i>	

**Current Year (June 2019 - \_\_\_\_\_)**

Line	Description	Expense
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		
24		
25		
26	<b>Total Current Year Expense</b> <i>Sum Lines 14-25. Enter in Table E, Line 19.</i>	



Instructions

- Complete this worksheet for the entire subject property. Print additional sheets, if necessary.
- You must complete this worksheet for the entire subject property, even if your petition is related to only one unit, or not every unit.
- Examples of repairs and maintenance include: gardening, minor plumbing repairs, etc.
- Capital improvement costs are not repairs and maintenance and should not be included in this Table.
- You must attach two (2) copies of documentation for the amounts in each line below.
- Examples of documentation includes receipts, invoices, contracts, etc.
- Write "Table G, Line #" on the top of each individual documentation corresponding to the appropriate line, below.
- Enter "Current Year" using definition on the Petition for Rent Increase Form, Page 2, Section 6.

**Base Year (June 2018 - May 2019)**

Line	Description	Expense
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19	<b>Total Base Year Expense</b> <i>Sum Lines 1-18. Enter in Table E, Line 8.</i>	

AIN: \_\_\_\_\_

Address: \_\_\_\_\_

Current Year (June 2019 - \_\_\_\_\_)

Line	Description	Expense
20		
21		
22		
23		
24		
25		
26		
27		
28		
29		
30		
31		
32		
33		
34		
35		
36		
37		
38	<b>Total Current Year Expense</b> <i>Sum Lines 20-37. Enter in Table E, Line 20</i>	

Instructions

- Complete this worksheet for the entire subject property. Print additional sheets, if necessary.
- You must complete this worksheet for the entire subject property, even if your petition is related to only one unit, or not every unit.
- Examples of "Unskilled Labor": collecting rents, keeping records, mowing or watering lawn, cleaning, sweeping, driving to bank, buying supplies, making telephone calls to tenants, arranging for handy persons
- Examples of "Semi-Skilled Labor": painting, minor plumbing, minor repairs, planting
- Examples of "Skilled Labor": jobs requiring formal training, education, or work experience: electrical, plumbing, carpentry
- Enter a reasonable hourly rate (\$/hour) where indicated for each class of labor. The accepted reasonable hourly rate is at the discretion of the Hearing Officer. If the rate for self-labor is determined to be unreasonable, the Hearing Officer has the authority to reject or modify the amount.
- You must attach two (2) copies of documentation for the amounts in each line below.
- Write "Table H, Line #" on the top of each individual documentation corresponding to the appropriate line, below.
- Enter "Current Year" using definition on the Petition for Rent Increase Form, Page 2, Section 6.

Base Year (June 2018 - May 2019)			Total Labor Expense at the Given Rates (Multiply Rate Listed by Number of Hours)		
Line	Description of Work and Number of Hours	Date & Time	Unskilled (\$__ /hr)	Semi-Skilled (\$__ /hr)	Skilled (\$__ /hr)
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19	Subtotal expense for each rate				
20	<b>Total Base Year Expense</b> <i>Sum of three subtotal amounts in Line 19</i> <i>Enter in Table E, Line 9</i>				

AIN: \_\_\_\_\_

Address: \_\_\_\_\_

Current Year (June 2019 - \_\_\_\_\_)

**Total Expense at the Given Rates  
(Multiply Rate Listed by Number of  
Hours)**

Line	Description of Work and Number of Hours	Date & Time	Unskilled (\$__ /hr)	Semi-Skilled (\$__ /hr)	Skilled (\$__ /hr)
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					
31					
32					
33					
34					
35					
36					
37					
38					
39	Subtotal expense for each rate				
40	<b>Total Current Year Expense</b> <i>Sum of three subtotal amounts in Line 39. Enter in Table E, Line 21.</i>				

AIN: \_\_\_\_\_

Address: \_\_\_\_\_



Petition for Rent Increase Form  
**Table I: License, Registration, or Other Fees**

Instructions

- Complete this worksheet for the entire subject property. Print additional sheets, if necessary.
- You must complete this worksheet for the entire subject property, even if your petition is related to only one unit, or not every unit.
- Only enter license and registration fees required by law to the extent same are not otherwise paid by tenants.
- Write "Table I, Line #" on the top of each individual documentation corresponding to the appropriate line, below.
- Enter "Current Year" using definition on the Petition for Rent Increase Form, Page 2, Section 6.

**Base Year (June 2018 - May 2019)**

Line	Description	Expense
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13	<b>Total Base Year Expense</b> <i>Sum Lines 1-12. Enter in Table E, Line 10.</i>	

**Current Year (June 2019 - \_\_\_\_\_)**

Line	Description	Expense
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		
24		
25		
26	<b>Total Current Year Expense</b> <i>Sum Lines 14-25. Enter in Table E, Line 22.</i>	

AIN: \_\_\_\_\_

Address: \_\_\_\_\_



Petition for Rent Increase Form

**Table J: Other Expenses**

Instructions

- Complete this worksheet for the entire subject property. Print additional sheets, if necessary.
- You must complete this worksheet for the entire subject property, even if your petition is related to only one unit, or not every unit.
- Only enter expenses that are not covered by the proceeding worksheets.
- You must attach two (2) copies of documentation for the amounts in each line below.
- Write "Table J, Line #" on the top of each individual documentation corresponding to the appropriate line.
- Enter "Current Year" using definition on the Petition for Rent Increase Form, Page 2, Section 6.

**Base Year (June 2018 - May 2019)**

Line	Description	Expense
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13	<b>Total Base Year Expense</b> <i>Sum Lines 1-12, Enter in Table E, Line 11.</i>	

**Current Year (June 2019 - \_\_\_\_\_)**

Line	Description	Expense
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		
24		
25		
26	<b>Total Current Year Expense</b> <i>Sum Lines 14-25. Enter in Table E, Line 23.</i>	

Instructions

- Only complete this worksheet if you completed capital improvements relating to the improvement of health or safety during the Current Year. Do not include capital improvements that were completed before June 1, 2019.
- Complete this worksheet for the entire subject property. Print additional sheets, if necessary.
- You must complete this worksheet for the entire subject property, even if your petition is related to only one unit, or not every unit.
- You must attach two (2) copies of documentation for each item supporting the scope of work, cost, and dates of work, such as receipts, invoices, and contracts.
- Write "Table K, Line #" on the top of each individual documentation corresponding to the appropriate line, below.
- For "Estimated Amortization Period", use the reasonable life of the improvement, which in most cases should not be less than 5 years. The final amortization period is at the discretion of the Hearing Officer. If the amortization period is unreasonable, the Hearing Officer may reject or modify the amortization period.
- For "Annual Amortized Cost", enter the cost of each improvement divided by its amortization period.
- For "Annual Amortized Cost Attributable to Current Year", enter the Annual Amortized Cost multiplied by  $(Y/12)$  where Y is the number of months during the Current Year that were within the Amortization Period after the Date of Completion
- Do not include the cost of financing in the Total Capital Cost.
- Enter "Current Year" using definition on the Petition for Rent Increase Form, Page 2, Section 6.

*Form continues on page 2 →*

AIN: \_\_\_\_\_

Address: \_\_\_\_\_



Line	Unit(s) Benefitted (or "All")	Description of Improvement	Date Completed	Related to Health or Safety? <i>Yes or No</i>	Total Capital Cost	Estimated Amortization Period	Annual Amortized Cost	Annual Amortized Cost Attributeable to Current Year
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20	<b>Total Current Year</b> <i>Sum of Column B, Lines 1-19. Enter in Table D, Line 24</i>							



AIN: \_\_\_\_\_

Address: \_\_\_\_\_



## Petition for Rent Increase Form

### Table L: 6/11/19 Rents Not Reflective of General Market Conditions

#### Instructions

- Complete this worksheet only if you believe that base rents at one or more units did not reflect market conditions on June 11, 2019 due to peculiar circumstances (e.g. where base year rent for one or more units was not the result of an arms-length transaction).
- You must attach two (2) copies of all relevant documentation, including copies of lease agreements confirming all dates and rent amounts; expert witness reports and writings on which the expert witness reports and/tesimony is based; and a list of witnesses you will present at the hearing.
- Enter complete information below for units for which you are making the claim that 6/11/19 rents did not reflect market conditions. Enter the Claim Basis Code (example: "A") that reflects the basis of your claim, referring to the "Claim Basis Code Key", below. Attach additional pages, if necessary.

Line	Unit #	June 11, 2019 Rent	Current Rent	Date of Last Rent Increase Prior to June 11, 2019	Dollar Amount of Increase (at Last Rent Increase Prior to 6/11/19)	Claim Basis Code (see Key, below)
1						
2						
3						
4						
5						
6						
7						
8						

#### Claim Basis Code Key

Code	Basis of your claim that the unit's June 11, 2019 rent did not reflect market conditions at the time.
A	The rent on 6/11/19 was established by a lease or other formal rental agreement which provided for substantially higher rent at other periods during the term of the lease.
B	The rent on 6/11/19 was substantially higher or lower than at other times of the year by reason of seasonal demand or seasonal variations in rents.
C	The rent on 6/11/19 was substantially higher or lower than preceding months by reason of premiums being charged or rebates being given for reasons unique to particular units or limited to the period determining the base rent.
D	There existed a special relationship between the landlord and tenant (i.e. a family or close friend relationship) on 6/11/19 that resulted in an undercharging of rent.
E	The tenant on 6/11/19 lawfully assumed maintenance responsibilities in exchange for low rent increases or no rent increases.
F	Any other special or peculiar circumstances which establish that the base rent was not set as the result of an arms-length transaction on 6/11/19. Please attach an explanation of those circumstances.

AIN: \_\_\_\_\_

Address: \_\_\_\_\_



Petition for Rent Increase Form

**Table M: Base Year Expenses Unusually High or Low**

Instructions

- Complete this worksheet only if you believe that Base Year operational expenses were unusually high or low compared to other years.
- You must attach two (2) copies of all relevant documentation, including for each of the five years preceding the base year, and supporting your reason for an expense being unusually high or low.
- If more than three expense items were unusually high or low, attach additional pages.

Expense Item 1	Expense Amount					
	Base Year (June 2018 - May 2019)	2018	2017	2016	2015	2014
Expense Description:						
Reason for expense being unusually high or low:						

Expense Item 2	Expense Amount					
	Base Year (June 2018 - May 2019)	2018	2017	2016	2015	2014
Expense Description:						
Reason for expense being unusually high or low:						

Expense Item 3	Expense Amount					
	Base Year (June 2018 - May 2019)	2018	2017	2016	2015	2014
Expense Description:						
Reason for expense being unusually high or low:						