

LANDLORD APPLICATION FOR RENT INCREASE

Instructions: Provide a response to all fields listed below. Sign and date in the Declaration Signature section at the bottom of the application. Email the application to RSO@hpca.gov and attach any documentation supporting the claim in the email submission. Note that for each revenue or expense claimed on the at the bottom of this application, documentation must also be provided to support the claimed revenue or expense. A Community Development Department designee will reach out using the contact information provided if additional documentation or clarification is needed.

Required Notice to Tenants

- Within **five (5) calendar days** after submitting an application to the Department, landlords must serve all affected tenant(s) with notice of the filed Application via personal service or certified mail, return receipt requested.
- Within **ten (10) calendar days** after submission of the Application to the Department, landlords must return a proof of service, signed under penalty of perjury, stating that each affected tenant was served a notice of the filed Application.
- Within **five (5) calendar days** of receiving approval or denial from the Department for the requested rental increase, the landlord must serve all affected tenant(s) with notice of approval or denial of previously informed rental increase application via personal service or certified mail, return receipt requested.
- Within **ten (10) calendar days** after receiving approval or denial from the Department for the requested rental increase, the landlord must return the Proof of Service, signed under penalty of perjury, stating that each affected tenant was served a notice of the approved or denied application.

LANDLORD INFORMATION		
Name:		
Phone #:	Alt. Phone #:	
Mailing Address:		
City:	State:	Zip Code:
Email:		
LANDLORD'S AUTHORIZED REPRESENTATIVE INFORMATION <i>(if applicable)</i>		

Name:		Relationship to Landlord:	
Phone #:		Alt. Phone #:	
Mailing Address:			
Email:			
SUBJECT PROPERTY DETAILS			
Address:		Number of Units:	
City:	State:	Zip Code:	
Total number of units at the subject property:			
List all unit numbers that will be affected by the Application:			
APPLICANT CLAIM			
Claim Details: <i>(Please explain in detail the reason(s) for requesting to increase rent in excess of the allowable limit)</i>			

Provide tenant information for each rental unit that may be affected by the Application or submit a rent roll for each affected rental unit which includes the information requested in this section. Additional copies of this page can be added, if necessary.

TENANT INFORMATION		
Name:		
Phone #:	Email:	
Mailing Address:		
City:	State:	Zip Code:
Date of Last Rent Increase:	Percentage Amount of Last Rent Increase:	
Current Rent:	Proposed Monthly Rent Increase:	

TENANT INFORMATION		
Name:		
Phone #:	Email:	
Mailing Address:		
City:	State:	Zip Code:
Date of Last Rent Increase:	Percentage Amount of Last Rent Increase:	
Current Rent:	Proposed Monthly Rent Increase:	
TENANT INFORMATION		
Name:		
Phone #:	Email:	
Mailing Address:		
City:	State:	Zip Code:
Date of Last Rent Increase:	Percentage Amount of Last Rent Increase:	
Current Rent:	Proposed Monthly Rent Increase:	
TENANT INFORMATION		
Name:		
Phone #:	Email:	
Mailing Address:		
City:	State:	Zip Code:
Date of Last Rent Increase:	Percentage Amount of Last Rent Increase:	
Current Rent:	Proposed Monthly Rent Increase:	

DECLARATION AND SIGNATURE	
<p>By signing below, I declare under penalty of perjury under the laws of the State of California that the information I have provided in this form is true and correct to the best of my knowledge and belief. Any attachment(s) included here are either original documents or true and correct copies of the original document(s). I understand if I do not meet the requirements of this Application, it may be denied or rejected.</p>	
<p>Print Name: _____</p>	
<p>Signature: _____</p>	<p>Date: _____</p>

Base Year Revenue & Expense Statement

Income												
	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11	Month 12
Rent Income												
Ancillary Income (i.e, income from laundry, vending machines etc.)												
Expenses												
	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11	Month 12
Utilities:												
Gas												
Water												
Electricity												
Trash												
Maintenance												
Repairs												
Property Taxes												
Property Insurance												
Property Management												
Administrative												
Mortgage Interest												
Other:												
Other:												
Other:												
Other:												
Other:												
Other:												

Prospective Year Revenue & Expense Statement

	Income											
	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11	Month 12
Rent Income												
Ancillary Income (i.e, income from laundry, vending machines etc.)												
	Expenses											
	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11	Month 12
Utilities:												
Gas												
Water												
Electricity												
Trash												
Maintenance												
Repairs												
Property Taxes												
Property Insurance												
Property Management												
Administrative												
Mortgage Interest												
Other:												
Other:												
Other:												
Other:												
Other:												
Other:												



ANNEX E. LANDLORD APPLICATION FOR RENT INCREASE – PROCESS OVERVIEW

Summary

The ordinance establishes that rental prices may be increased by a maximum of 3% or the Consumer Price Index (CPI), whichever is lower, each year. This measure aims to prevent arbitrary or excessive rent hikes and ensure affordability and stability in the housing market. However, a landlord may apply for a rent increase if they believe the current rent cap prevents a fair return on investment. Landlords are required to submit their request using the Landlord Application for Rent Increase (Annex F). The Department will conduct an analysis of profit margins to determine whether a rent increase is necessary and appropriate to a) ensure the landlord receives a fair and reasonable return, and b) not cause an undue financial burden to the affected tenant(s). The Application shall not be approved if any rent increase, plus any amount allowed for a fair and reasonable return, will result in an increase of the rent from the previous twelve (12) months by more than eight percent (8%), or if a luxury unit by more than ten percent (10%), unless otherwise determined by the City.

Applications will be emailed to the RSO inbox (RSO@hpca.gov) and will include support documentation as outlined in the application. Applications for a rent adjustment should be submitted at a minimum 60 days prior to their intended effective date to allow for any delays in review or requests for information. Department staff will review applications in the order in which they are received and will aim to reach a determination within fifteen business (15) days of the initial review date. Note: the "initial review date" is defined as the date Department staff begin review, not the date the application is submitted.

If clarification or additional documentation is needed, Department staff will reach out to the landlord using the preferred contract method listed on their application. Department staff will attempt outreach twice, leaving a voicemail or follow up email as applicable. If a response is not received by the second attempt, the application will be considered incomplete and denial notice will be mailed to the landlord.

Rent increases beyond the 3% cap will be considered only under extreme circumstances, supported by substantial documentation. This is designed to maintain strict control over rent increases while providing relief in genuine cases of hardship. The Department's analysis will be conducted as follows:

Instructions

- Step 1:** To file an application, a landlord must have registered all rental units on the subject property, not lapsed on registration in previous years, and must be current on payment of registration fees, pursuant to the City of Huntington Park Rent Stabilization Ordinance.
- Step 2:** Complete this Application in its entirety.
- Step 3:** Attach supporting documents.
- Step 4:** Submit the Application to the Department via email at rso@hpca.gov.



Community Development Department

Step 5: Within **five (5) calendar days** after submitting an Application to the Department, landlords must serve all affected tenant(s) with notice of the filed Application via personal service or certified mail, return receipt requested.

Step 6: Within **ten (10) calendar days** after submission of the Application to the Department, landlords must return a proof of service, signed under penalty of perjury, stating that each affected tenant was served a notice of the filed Application.

Step 7: Within **five (5) calendar days** of receiving approval or denial from the Department for the requested rental increase, the landlord must serve all affected tenant(s) with notice of approval or denial of previously informed rental increase application via personal service or certified mail, return receipt requested.

Step 8: Within **ten (10) calendar days** after receiving approval or denial from the Department for the requested rental increase, the landlord must return the Proof of Service, signed under penalty of perjury, stating that each affected tenant was served a notice of the approved or denied application.

Please note, failure to comply with these requirements may result in the Application being rejected or denied.

Supporting Documents

Supporting documents must be provided to the Department to substantiate the landlord's request to increase beyond the permitted amount. Landlords are required to submit documentation for the base year* as well as the prospective year.

Base Year: The twelve-month period prior to a rent increase. This is the current rental period you are in and may not have concluded yet.

Prospective Year: The twelve-month period following a rent increase.

Examples of supporting documents that may be submitted for review include, but are not limited to, the following:

1. **All** rental agreements/leases demonstrating rents paid as of December 18, 2024 or base year for units affected by the rent adjustment.
2. Completed application revenue & expense schedules demonstrating actual income and expenses for base year and prospective year:
 - Income:
 - Rents received (Rent Roll)
 - Ancillary Services (i.e., income from laundry, vending machines, etc.)



- Expenses such as:
 - Ongoing Maintenance
 - Repairs
 - Property Taxes
 - Property Insurance
 - Utility Payments
 - Property Management
 - Administrative Costs
 - Mortgage Interest
- 3. Documentation to substantiate claimed income and expenses for base year and prospective year to the extent documentation is available for prospective year (must demonstrate payment and relationship to the subject property):
 - Property Tax Statements
 - Property Insurance Statement
 - Utility Bills/Payment Summary
 - Paid Invoices
 - Cancelled Checks

Any costs cited in the Application that cannot be substantiated, will not be considered in the Department's determination.

Important Information

1. Fees and costs incurred by a landlord to prepare, file, or pursue an Application may not be passed-through to the tenant(s). Such fees and costs include, but are not limited to, attorney fees, accountant fees, and other similar professional services costs.
2. Any applications and supporting documents submitted to the Department will become a public record pursuant to the California Public Records Act (CPRA). The Department may be required to provide access to public records maintained, upon request. This may include some or all written and electronic information obtained, except where exempt from disclosure by law. For more information, see Government Code § 7921.000 – 7931.000.
3. The landlord, at their own expense, must make the supporting documents reasonably available to each affected tenant within five (5) days of such request.

Disclaimer: This is a summary of information related to the RSO and is not legal advice. Readers should consult an attorney for advice on how the RSO applies in their case. Laws and guidelines are frequently amended. The Department recommends that readers verify information against the most current version of the RSO in the event that any changes are not yet reflected in this Application.