



ANNUAL RENT REGISTRY FORM
 RENTAL UNITS SUBJECT TO RENT STABILIZATION ORDINANCE NO. 925

Please complete the form. If additional unit forms are needed, please make copies of Page 3 of this form. Do not write outside the text box, or outside the check box.

INSTRUCTIONS:

Property Information		
10 Digit APN:		
Property Details	Street Number	Street Name

PROPERTY OWNER(s):

Contact Information			
First Name		Last Name	
DBA, if applicable		Percent of ownership / interest in registered property	
Street Number	Street Name		
City		State	Zip Code
Area Code & Phone Number			
Email Address			

Contact Information			
First Name or Business Name		Last Name	
Percent of ownership / interest in registered property			
Street Number	Street Name		
City		State	Zip Code
Area Code & Phone Number			
Email Address			

If more than two owners, please provide complete list on separate sheet.

TOTAL # OF RENTAL UNITS ON PROPERTY:

# of Units	Fee Per Unit	Total Fees Due
	\$156.00	

Pursuant to the Bell Gardens Municipal Code 5.62.090 (Exemptions), this property (or listed units) is exempt from the annual rental unit registration fee for the following reason (please check box):

Residential rental unit is an owner-occupied residential real property containing no more than four (4) dwelling units in which the owner occupies one of the units as the owner's principal place of residence (occupancy verification will be required).

Exemptions are not automatic but shall be granted by the Department upon application by the Landlord as set forth in Section 5.62.090.

PROPERTY MANAGER:

Contact Information			
First Name or Business Name		Last Name	
Street Number	Street Name		
City	State	Zip Code	
Area Code & Phone Number			
Email Address			

RENTAL REGISTRY:

Name of Contract Holder(s)			
Phone No. and Email of Primary Contract Holder			
Unit Number	Street Number	Street Name	Year Built
# of Bedrooms	# of Bathrooms	# of Tenants	Move in Date (MM/DD/YY)
Date of Last Rent Increase (MM/DD/YY): _____			
Owner Occupied _____ Vacant _____ Occupied _____ Section 8 _____			
Utilities Paid By Tenant ("x" those that apply):			
Gas _____ Electricity _____ Water _____ Trash _____			
Additional Housing Services included:			
<input type="checkbox"/> Insurance	<input type="checkbox"/> Repairs	<input type="checkbox"/> Laundry Facilities	<input type="checkbox"/> Recreational Area
<input type="checkbox"/> Window Shades	<input type="checkbox"/> Furnishings	<input type="checkbox"/> Internet/Cable/Satellite	<input type="checkbox"/> Storage
<input type="checkbox"/> Elevator Services	<input type="checkbox"/> Pets Allowed	<input type="checkbox"/> Security Services	<input type="checkbox"/> Parking
<input type="checkbox"/> Maintenance	<input type="checkbox"/> Painting	<input type="checkbox"/> Janitorial Services	
<input type="checkbox"/> Right to have specified number of tenants or occupants			
Other service(s) not listed:			
Base (Current) Rent:			

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I declare, under penalty of perjury under the laws of the State of California, that the foregoing is true and correct.

Signature

Date

Pursuant to the Bell Gardens Municipal Code (BGMC) Section 5.63.090, an annual fee for the registration of residential rental units in the amount of **\$156.00 per unit** has been established to recover the reasonable costs associated with the administration and enforcement of Ordinance No. 925, or the Bell Gardens Rent Stabilization and Tenant Eviction Protections Program (RSTEP).

Property owners paying the registration fee after a 30 day grace period, shall pay, in addition to the registration fee, late charges as follows: Ten percent (10%), if paid between 31 days and 60 days past the due date; Twenty-five percent (25%), if paid between 61 days and 90 days past the due date; and Fifty percent (50%), if paid after 90 days past the due date.

Please note that all information must be up-to-date. The City of Bell Gardens Community Development Department's Housing Division will contact you should any information be incomplete or incorrect.