



AMENDMENTS TO THE RENTAL UNIT REGISTRATION

Pursuant to Sections 4-5-801 and 4-6-10 of the Municipal Code, re-registration of rental units that are subject to the requirements of Chapter 5 or Chapter 6 of Title 4 of the Beverly Hills Municipal Code is required within thirty days of any of the following events: the re-rental of a unit after a vacancy; a change in the ownership or management of the rental unit; a change in the owner's or manager's contact information, and following the termination of a rental unit's exempt status. Please use this form to amend the previous registration unit on the property. This form must be completed and signed by the property owner or the property manager. PLEASE PRINT LEGIBLY, OR TYPE.

PART I. PROPERTY INFORMATION

Form with fields for APN (10 Digits), Address (Number, Direction, Street Name, City, State, ZIP Code). City is pre-filled as BEVERLY HILLS, State as CA.

PART II. CHANGE IN OWNERSHIP/INFORMATION FOR NEW OWNER

Form with fields for First Name, Last Name, Trust/LLC/Corporation Name, Date of Transfer of Ownership, Owner Type (Individual, Trust, LLC, Corporation, Partnership), For Trusts/LLC/Corporations (Managing Partner, CEO, Trustee), Phone Number, Email, Mailing Address (Number, Direction, Street Name, City, State, ZIP Code, Unit).

PART III. CHANGE IN MAILING ADDRESS OR CONTACT INFORMATION  Owner  Manager

Form with fields for First Name, Last Name, Phone Number, Email, Mailing Address (Number, Direction, Street Name, City, State, ZIP Code, Unit).

PART IV. CHANGE IN PROPERTY MANAGER

Form with fields for First Name, Last Name, Phone Number, Email, Mailing Address (Number, Direction, Street Name, City, State, ZIP Code, Unit).





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PART V. RE-REGISTRATION OF A VACANT RENTAL UNIT FOLLOWING RE-RENTAL OR CHANGE IN EXEMPT STATUS

Form with sections: Address, Tenancy Information, Rental Unit Designation, Unit Status, and Base Monthly Rent.

A. Tenancy History for Vacant Unit that is being re-rented

Form with sections: Vacated Voluntarily, Reason of Cause, and No Cause Information.

PART VI. Declaration: I declare under penalty of perjury that the information provided by me on the above form is true and correct to the best of my personal knowledge and belief.

Signature: \_\_\_\_\_ Print: \_\_\_\_\_ Date: \_\_\_\_\_





## AMENDMENTS TO THE RENTAL UNIT REGISTRATION

### INSTRUCTIONS FOR COMPLETING THIS FORM

**PART I. PROPERTY INFORMATION:** Provide the site address information on your property and the unit that is being re-registered.

**PART II. CHANGE IN OWNERSHIP:** Provide owner(s) names and all applicable information concerning the mailing address, and daytime telephone number and email address to contact the new property owner. Identify owner type: Individual, Trust, LLC, Corporation, and Partnership.

**PART III. CHANGE IN CONTACT INFORMATION FOR OWNER OR MANAGER:** Provide applicable information concerning the change in mailing address, and daytime telephone number, and email to contact the landlord and/or property manager.

**PART IV. CHANGE IN PROPERTY MANAGER:** Provide all applicable contact information including the mailing address, and daytime telephone number and email address for the new property manager.

**PART V. RE-REGISTRATION OF A VACANT UNIT FOLLOWING RE-RENTAL TO A NEW TENANT OR CHANGE IN EXEMPT STATUS:** Provide the applicable information concerning the new tenancy, including the unit number; the date the new tenant moved in; whether utilities are provided by the landlord as part of the base rent, and if so, which utilities are provided; the base monthly rent for the new tenant; whether parking is provided as housing service that is part of the rent for the unit; the current status of the new occupant (tenant, owner, building manager); whether the new tenant occupies the unit pursuant to a Section 8 voucher; whether the tenancy is subject to a contract with a governmental entity or a non-profit entity that governs the tenancy; whether the landlord provided a copy of the Tenant Landlord Rights and Responsibilities Handbook to the new tenant and, if so, if the landlord has a copy of the Handbook on file that displays the tenant's original signature acknowledging receipt of the Handbook; the date when unit was last vacated; whether the unit was voluntarily vacated by the prior tenant, or, if not, the reason for the termination of the prior tenancy.

**PART V. Declaration:** A signature is required on each Rental Unit Re-registration form that is submitted; forms must be dated and signed under penalty of perjury by the landlord or property manager.

The Amendments to the Rental Unit Registration form must be submitted to the City within thirty (30) days of a change in any of the information required by Municipal Code Sections 4-5-801 or 4-6-10. The City's mailing address is:

#### City of Beverly Hills – Rent Stabilization Program

455 North Rexford Drive

Beverly Hills, CA 90210

If you have any questions regarding Amendments to the Rental Unit Registration form or other questions about the Rent Stabilization Ordinance, please contact us at:

**Call:** (310) 285-1031 **or** **Email:** [bhrent@beverlyhills.org](mailto:bhrent@beverlyhills.org)

