



Landlord Worksheet
Unit by Unit Percent Increase Requested

Introductory Information

A landlord is entitled to a fair return on rental property. Pursuant to the Rent Stabilization Ordinance, the City has established a process by which landlords can request exceptions to the limitation on rent increases based on the right to a fair return. The details of the process are available at our [website](#).

The following worksheet is to document the percentage increase the landlord is proposing when that percentage differs across units. If the same percent increase will occur for all units, that should be noted on the [Request for Exception form](#) and this worksheet does *not* need to be filled out.

If requesting an exception by *self-certification*, the landlord must retain this completed worksheet for at least 3 years.

If requesting a *staff determination*, the worksheet should be sent to the city to be reviewed in coordination with other required documentation. The worksheet can be sent by replying to the email received after submitting the Request for Exception form.

**I. General
Information
About the
Property**

1. Street Address: _____
2. Parcel Numbers(s): _____
3. Year Property Purchased by Current Owner: _____
4. Total Number of Units on the Property: _____
5. Total Number of Units Affected by Proposed Rent Increase: _____
6. Are there Rental Units that are Partially or Fully Exempt? Number of Exempt Rental Units and Basis for Exemption: _____

**II. Landlord
Information**

7. Name: _____
8. Phone(s): (____) _____
9. Business Address: _____
10. City, State, Zip: _____
11. Business E-mail: _____

**III. Agent
Information
(if applicable)**

12. Name: _____
13. Phone(s): (____) _____
14. Business Address: _____
15. City, State, Zip: _____
16. Business E-mail: _____

**IV. Percent
Increase by Unit**

Unit

Proposed Percentage Increase

**IV. Percent
Increase by Unit**
(continued)

Unit

Proposed Percentage Increase

**IV. Percent
Increase by Unit**
(continued)

Unit

Proposed Percentage Increase