

TENANT PETITION FORM

CASE # _____

TENANT INFORMATION

First Name				Last Name			
Address	Unit #	City	State	Zip			
Phone Number	Email	Move In Date					
Consent to Receive/Send Documents by Email?	No	Yes					
Rent Voucher (e.g. Section 8) Recipient?	No	Yes; Type of Voucher:	_____				
Interpreter Needed for a Hearing?	No	Yes; Language:	_____				

LANDLORD INFORMATION

	Landlord	Property Manager				
First Name				Last Name		
Mailing Address	City	State	Zip			
Phone Number	Email					

REASONS FOR FILLING THIS PETITION (CHECK ALL THAT APPLY)

- There is a challenge to a rent increase: Above 5% Before 12 Months Unit not registered in Rent Registry
- There is a challenge to a charge received.
- Repairs are not made or I've been without service(s) that are listed in the agreement.
- There are other reasons for filing this petition that are ordinance violations.

SECTION I. RENT INFORMATION/UNAUTHORIZED CHARGE, FEE, OR PASS THROUGH

This section must be completed.

- Do you have a written lease with your landlord? Yes No Verbal (Date of lease): _____
- Were you on the original lease? Yes No; I was added on the lease on (date): _____
- Are you concerned about your security deposit? Yes No
- Security deposit amount: \$ _____ Is the deposit being increased? No Yes; to: \$ _____
- Did you receive a rent increase? Yes No
- Date rent increase notice received: _____ In writing? No Yes Verbal Amount: \$ _____
- New rent amount: \$ _____ Effective Date: _____
- Current rent amount: \$ _____ Effective Date: _____
- Previous rent amount: \$ _____ Effective Date: _____
- Who is the person you pay rent to? _____ Owner Manager Other: _____



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Have you received any of the following charges or fees below?

Refer to Tenant Petition Instructions Section I

11. Application Screening Fee	Yes	No	14. Replacement Fee for Keys	Yes	No
12. Late Payment Fee	Yes	No	15. Replacement Fee for Security Card	Yes	No
13. Excess Bounced Check Fee	Yes	No	16. Utilities (Water, Garbage, Sewer)	Yes	No
17. Other (Describe): _____					

SECTION II. PROBLEMS WITH THE APARTMENT OR COMMON FACILITIES

List all problems or complaints you have with your apartment that have occurred over the past twelve months. Please list each problem separately. (Refer to Tenant Petition Instructions Section II)

Problem: _____

- Date problem started: _____
- Did you tell management? No Yes, who and date: _____
- How did you tell management? Written Verbal
- Did management fix the problem? No Yes
- Does the problem still exist? No Yes
- Requesting a rent credit for a service reduction? No Yes
- How has the problem affected you? _____

Problem: _____

- Date problem started: _____
- Did you tell management? No Yes, who and date: _____
- How did you tell management? Written Verbal
- Did management fix the problem? No Yes
- Does the problem still exist? No Yes
- Requesting a rent credit for a service reduction? No Yes
- How has the problem affected you? _____



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SECTION II CONT. ADDITIONAL PROBLEMS WITH THE APARTMENT OR COMMON FACILITIES

List all problems or complaints you have with your apartment that have occurred over the past twelve months. Please list each problem separately. (Refer to Tenant Petition Instructions Section II)

Problem: _____

- Date problem started: _____
- Did you tell management? No Yes, who and date: _____
- How did you tell management? Written Verbal
- Did management fix the problem? No Yes
- Does the problem still exist? No Yes
- Requesting a rent credit for a service reduction? No Yes
- How has the problem affected you? _____

Problem: _____

- Date problem started: _____
- Did you tell management? No Yes, who and date: _____
- How did you tell management? Written Verbal
- Did management fix the problem? No Yes
- Does the problem still exist? No Yes
- Requesting a rent credit for a service reduction? No Yes
- How has the problem affected you? _____

Problem: _____

- Date problem started: _____
- Did you tell management? No Yes, who and date: _____
- How did you tell management? Written Verbal
- Did management fix the problem? No Yes
- Does the problem still exist? No Yes
- Requesting a rent credit for a service reduction? No Yes
- How has the problem affected you? _____



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SECTION III. OTHER APARTMENT RENT ORDINANCE VIOLATIONS

Please describe other acts or events, which have happened in the last 12 months, that you think violate the Apartment Rent Ordinance (attach additional sheets to provide more information, if needed):

SECTION IV. SUPPORTING DOCUMENTS

Please indicate the documents you are including with this petition:

Copy of Lease	Notice of Rent Increase	Photos
Rent Receipts	Dept. Code Enforcement Report	Other
Other Receipts	Correspondence (letters, e-mails, etc.)	

Have you notified your landlord that you will submit this petition? No Yes

Are you willing to participate in voluntary mediation process? No Yes

The information provided in this petition will be used by the Rent Stabilization Program staff to contact the landlord/manager and the tenant. If the tenant moves from the above residence after filling this petition, the tenant is required to notify the Rent Stabilization Program of new address and phone number, if any.

I DECLARE UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THIS INFORMATION AND EVERY ATTACHED DOCUMENT, STATEMENT, AND FORM IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

Signature of Tenant

Date

PLEASE NOTE: YOU MAY SUBMIT YOUR PETITION VIA EMAIL TO RSP@sanjoseca.gov.

FOR OFFICE USE ONLY

Date Received: _____

Eligible _____ %

Registered in Registry: Yes No

Ineligible 2nd

Service Reductions
Rights

Landlord RUBS

Tenant Utilites: _____

Approve Date: _____

Staff Initials

_____ TR

_____ RP

_____ LS

_____ EG

