



# ANNUAL REQUEST FOR FEE EXEMPTION

## Rent Stabilization Program • 2021–2022

If you are the owner of a building in San José with three or more units that was built and first rented prior to September 7, 1979, your property is subject to the City’s Apartment Rent Ordinance (ARO). Buildings with units subject to the ARO are required to pay an annual fee. If an apartment unit in a rent-controlled building is rented with a government-funded rent subsidy (i.e. Section 8, Housing Choice voucher, etc.), the apartment is not exempt from the annual rental fees. However, a project based building is exempt. Additionally, owner occupied, hotel/motel, or guesthouse (rented less than 30 days) may be exempt.

If you believe your ARO unit(s)/building(s) qualifies for an exemption, please fill out this form and return the original—**along with required supporting documents**—to the City of San José Rent Stabilization Program, 200 E. Santa Clara Street, 12th Floor, San José, CA 95113-1905. Keep a copy for your records. ***If you own more than one property, please submit one exempt on form per property.***

**The exemption form must be received by 5pm, October 31, 2021**

### OWNER CONTACT INFORMATION

Name of Owner	
Owner Mailing Address	
City, State, Zip Code	
Daytime Phone #	
Email Address	

### PROPERTY INFORMATION (ONE PROPERTY PER EXEMPTION FORM)

Property Address	
Building Completion Date	

Multiple Housing Permit Number (RSN)		APN	
Total # of Units		# of Units Exempt	

#### Unit Exemption(s) (check all that apply and attach a copy of the required documentation):

- Owner occupied:** # of units: \_\_\_\_\_ Please provide at least 3 of the following:  
 Utilities—4 consecutive months for the following utilities: telephone, cable, gas, electric.  
 Banking/Financial—Credit card statements (4 consecutive months), Bank statements (4 consecutive months),  
 Income tax return.  
 Property or Moving—Car and home insurance policies, Post Office change of address order, Moving company receipt  
 or other proof or other proof of move-in date.  
 Government Issued—Driver’s license, Car registration, Property tax bill, Voter registration.

**Used as a hotel or permitted guest house:** # of units: \_\_\_\_\_  
Copy of the Transient Occupancy Registration Certificate.

**Affordable Project based or owned/operated by a governmental agency:** # of units: \_\_\_\_\_  
Documents designating Affordable and proof of ownership or operation.

**I declare under penalty of perjury that the foregoing statements are true and correct.**

Signature \_\_\_\_\_

Date \_\_\_\_\_