

2004-05 BOND MEASURE PASSTHROUGH WORKSHEET (For Use During the 2004-05 Tax Year Only, Beginning November 2004)

Date \_\_\_\_\_

Property Address \_\_\_\_\_

Number of Units (Including Commercial Units) \_\_\_\_\_

Landlord/Agent (Circle One) \_\_\_\_\_

Landlord/Agent's Day Phone \_\_\_\_\_

Dear Tenant:

Below is the calculation for bond measure passthroughs in accordance with Rent Ordinance Section 37.3. This Ordinance permits an owner to pass through to each tenant in the above-referenced property the costs directly attributable to the passage of certain bond measures previously approved. These costs may be passed through on the tenant's anniversary date to any tenant who was in residence as of November 1, 2004.

The amount on line 8 is the monthly amount I am permitted to pass through to each unit and is calculated by using the formula that follows below. If you have any questions about the calculations, please call the above referenced person and number, or you may also write me at: \_\_\_\_\_

If you have not been able to resolve questions about this passthrough with the landlord/agent, a tenant may file a petition with the Rent Board to request a review of the passthrough. You may contact the Rent Board at 252.4602 or go to the Rent Board's office at 25 Van Ness Avenue, Suite 320, San Francisco, CA 94102.

- 1. Net Taxable Value \$ \_\_\_\_\_
2. Divide Line 1 by 100 and enter that amount here \$ \_\_\_\_\_
3. Bond Measure Passthrough Factor for 2004-05 Tax Year .024
4. Multiply Line 2 by Line 3 \$ \_\_\_\_\_
5. Number of Units in the Property (including commercial units) \_\_\_\_\_
6. Divide Line 4 by Line 5 (yearly passthrough amount per unit) \$ \_\_\_\_\_
7. Divide Line 6 by 12 months (monthly passthrough amount per unit) \$ \_\_\_\_\_
8. YOUR MONTHLY BOND PASSTHROUGH COST IS: \$ \_\_\_\_\_ (from line 7)

In order for a bond measure passthrough to be imposed, the following conditions must all be met:

- a. The passthrough shall be imposed on the tenant's anniversary date for an annual allowable increase beginning November of the current tax year through October of the following year, and shall be discontinued after 12 months. Note: Depending upon the date of imposition, collection may continue into the following tax year;
b. The tenant(s) must have been in residence as of November 1, 2004;
c. A written notice of the prospective increase must be given along with this form. The notice must be served in accordance with California Civil Code Section 827;
d. The increase CANNOT become part of the base rent—it must be kept separate and it must be discontinued after 12 months;
e. The passthrough amount must be recalculated each year using the Bond Passthrough Factor for that tax year. This form is to be used only for the 2004-05 tax year; and,
f. A landlord cannot petition for bond measure costs through an operating and maintenance expense petition and use this direct passthrough procedure—only one option may be used; and,
g. Bond measure passthroughs may be "banked" and imposed in future years.