



San Francisco Residential Rent Stabilization and Arbitration Board

A landlord who served a notice to vacate on or after January 1, 2018 pursuant to Rent Ordinance Section 37.9(a)(8) (owner or relative move-in) must complete a Statement of Occupancy and file it with the Rent Board within 90 days after the date the notice to vacate was served on the tenant, and shall file an updated Statement of Occupancy every 90 days thereafter; provided, however, if the Statement of Occupancy discloses that the landlord has recovered possession of the unit (i.e. the tenant(s) moved out), the landlord shall then be required to file updated Statements of Occupancy once a year for five years, no later than 12 months, 24 months, 36 months, 48 months and 60 months after the date the landlord recovered possession of the unit.

Rent Board Date Stamp

STATEMENT OF OCCUPANCY FOLLOWING SERVICE OF OWNER OR RELATIVE MOVE-IN EVICTION NOTICE [Pursuant to Rent Ordinance §37.9(a)(8)(vii); Rules And Regulations §12.14(f)]

↓Rental Unit Information↓

(Street Number of Unit) (Street Name) (Unit Number) San Francisco, CA 941_____
(Zip Code)

(Full Property Address) (Name of Building Complex, if applicable) (# of Units in Building)

↓Owner Information↓

Owner's Name: _____ Case No. _____
(First) (Middle Initial) (Last)
Owner's Mailing Address: _____
(Street Number) (Street Name) (Apt./Suite Number) (City & State) (Zip Code)
Primary Phone: _____ Other Phone: _____
Fax Number: _____ Email: _____

↓Declaration↓

I declare under penalty of perjury under the laws of the State of California that every statement in this Statement of Occupancy and every attached document is true and correct to the best of my knowledge and belief. I also acknowledge that the Rent Board will make all reasonable efforts to send a copy of this Statement of Occupancy to the tenant(s) within 30 days of filing, and if it's not filed by the due date, the Rent Board will make all reasonable efforts to send the tenant(s) a notice that it wasn't timely filed.

Signature of Owner

Date

NOTE: Any landlord who fails to timely file a completed Statement of Occupancy with the supporting documentation required by Rules and Regulations §12.14(f)(4) (if applicable) will be subject to an administrative penalty in the following amounts: \$250 for the first violation, \$500 for the second violation, and \$1000 for every subsequent violation. See Rules and Regulations §12.14(f)(6) for more information. In addition, the Rent Board is required to send to the District Attorney a random sample of 10% of all Statements of Occupancy each month, as well as a list of units for which the required Statement of Occupancy was not filed with the Rent Board. In cases where the District Attorney determines that Ordinance Section 37.9(a)(8) has been violated, the District Attorney shall take whatever action he or she deems appropriate under the Rent Ordinance or state law.

San Francisco Residential Rent Stabilization and Arbitration Board

↓ Landlord Has Not Recovered Possession of the Unit ↓

ATTACH FORM A – STATEMENT OF OCCUPANCY if the following statement applies:

I am filing a Statement of Occupancy because I served the tenant(s) with a notice to vacate based on an owner or relative move-in pursuant to Ordinance §37.9(a)(8), and I have not recovered possession of the unit.

The notice to vacate was served on: _____.

Please check one of the following:

- I am filing this as a first Statement of Occupancy which is due within 90 days of the date of service of the notice to vacate on the tenant(s). I missed the filing deadline.
- I am filing this as an updated Statement of Occupancy which is due 80-90 days after I filed the most recent Statement of Occupancy, because I still have not recovered possession of the unit. I missed the filing deadline.
- I am no longer endeavoring to recover possession of the unit, the tenant(s) did not move out, I notified the tenant(s) in writing that the notice to vacate has been rescinded AND the Rent Board has granted my Request for Rescission of the Owner Move-In Eviction Notice.

↓ Landlord Has Recovered Possession and the Owner or Relative is Occupying the Unit ↓

ATTACH FORM B – STATEMENT OF OCCUPANCY if the following statement applies:

I am filing a Statement of Occupancy because I served the tenant(s) with a notice to vacate based on an owner or relative move-in pursuant to Ordinance §37.9(a)(8), I have recovered possession of the unit, and the owner or relative for whom the tenant(s) was evicted is currently occupying the unit as that person's principal residence.

The notice to vacate was served on _____ . I recovered possession on: _____.

Please check one of the following:

- I am filing this as a Statement of Occupancy which is due within 90 days of the date of service of the notice to vacate on the tenant(s) or within 80-90 days after I filed the most recent Statement of Occupancy. I missed the filing deadline.
- I am filing this annual Statement of Occupancy no later than (check one): 11-12 months 23-24 months
 35-36 months 47-48 months 59-60 months AFTER the date the tenant(s) moved out.
 I missed the filing deadline for this year's annual Statement of Occupancy.

↓ Landlord Has Recovered Possession and the Owner or Relative is NOT Occupying the Unit ↓

ATTACH FORM C – STATEMENT OF OCCUPANCY if the following statement applies:

I am filing a Statement of Occupancy because I served the tenant(s) with a notice to vacate based on an owner or relative move-in pursuant to Ordinance §37.9(a)(8), I have recovered possession of the unit, and the owner or relative for whom the tenant(s) was evicted is NOT occupying the unit as that person's principal residence.

The notice to vacate was served on _____ . I recovered possession on: _____.

Please check one of the following:

- I am filing this as a Statement of Occupancy which is due within 90 days of the date of service of the notice to vacate on the tenant(s) or within 80-90 days after I filed the most recent Statement of Occupancy. I missed the filing deadline.
- I am filing this annual Statement of Occupancy no later than (check one): 11-12 months 23-24 months
 35-36 months 47-48 months 59-60 months AFTER the date the tenant(s) moved out.
 I missed the filing deadline for this year's annual Statement of Occupancy.

After filing Form C for the first time, the next Statement of Occupancy (either an annual Form B or an annual Form C) will be due 11-12 months after the date the tenant(s) moved out.

San Francisco Residential Rent Stabilization and Arbitration Board

FORM B – STATEMENT OF OCCUPANCY

Use this form if you already recovered possession of the unit AND the owner or relative for whom the tenant was evicted is currently occupying the unit.

Please complete the information requested below. DO NOT LEAVE ANY BLANKS. Failure to provide all of the requested information may subject the owner to administrative penalties.

1. Have you recovered possession of the unit?
 Yes No (STOP! You must complete FORM A.)
2. Is the owner or relative for whom the tenant was evicted currently occupying the unit as their principal residence?
 Yes No (STOP! You must complete FORM C.)
3. The current occupant is the Owner or Relative of the Owner for whom the tenant was evicted?
4. List the name(s) of ALL of the current occupant(s) of the unit, their percentage of ownership interest (if any) and the date their occupancy commenced.

_____	_____	_____
(Name)	(Current Percentage of Ownership)	(Date Occupancy Commenced)
_____	_____	_____
(Name)	(Current Percentage of Ownership)	(Date Occupancy Commenced)
_____	_____	_____
(Name)	(Current Percentage of Ownership)	(Date Occupancy Commenced)
_____	_____	_____
(Name)	(Current Percentage of Ownership)	(Date Occupancy Commenced)

Please attach an additional sheet of paper if needed in order to include all persons currently occupying the unit.

5. For each owner or relative named in the eviction notice, you must attach at least two (2) forms of supporting documentation from the list specified below. Only documents from the list below should be submitted – substitutions will not be accepted. Confidential information may be redacted from the supporting documentation prior to filing this form with the Rent Board. Check the boxes that correspond to the types of supporting documentation you are attaching to this Statement of Occupancy.
 - current motor vehicle registration, plus a copy of the current insurance policy for the vehicle that shows the name of the insured, the address of the unit and the period of coverage, with proof of payment
 - current driver's license/interim driver's license that shows the address of the unit stated on the eviction notice OR current California identification card from the Dept. of Motor Vehicles (DMV) that shows the address of the unit stated on the eviction notice OR current driver's license with former address, accompanied by a dated DMV website printout confirming receipt of Change of Address request that shows the address of the unit stated on the eviction notice
 - correspondence from the Social Security Administration that shows the name of the recipient, the address of the unit stated on the eviction notice and the date
 - current voter registration showing name of owner or relative named in the eviction notice, address of the unit stated on the eviction notice and the date printed or issued

(continued on next page)

San Francisco Residential Rent Stabilization and Arbitration Board

- current homeowner's or renter's insurance policy for the contents of the unit showing the name of the insured, the unit stated on the eviction notice as the mailing address of the insured, the address of the insured property as containing the unit stated on the eviction notice and the period of coverage, with proof of payment
- most recent state or federal tax return that shows the name and address of the owner or relative occupying the unit and proof of filing
6. Have the current occupant's personal possessions been moved into the unit?
 Yes No
7. If the current occupant is the owner's relative for whom the tenant was evicted, is s/he paying rent for the unit?
 Yes. The current rent for the unit is: \$ _____
 No
 Not Applicable, because the unit is occupied by the owner.
8. The subject unit is listed as the current occupant's place of residence on (check all that apply):
- | | |
|--|---|
| <input type="checkbox"/> motor vehicle registration | <input type="checkbox"/> homeowner's or renter's insurance policy |
| <input type="checkbox"/> driver's license | <input type="checkbox"/> used by or for the person's current employer and any public agency, including state and local taxing authorities |
| <input type="checkbox"/> automobile insurance policy | |
9. Are the utilities installed at the unit under the owner's or relative's name?
 Owner's Name Relative's Name
10. If the unit is owner-occupied, has the owner claimed a homeowner's tax exemption for the subject unit?
 Yes No Not Applicable, because the unit is not occupied by the owner.
11. Has the current occupant filed a U.S. Postal Service Change of Address form?
 Yes No
12. Is the subject unit the place the current occupant normally returns to as his/her home, exclusive of military service, hospitalization, vacation, or travel that is necessitated by employment?
 Yes No
13. Did the current occupant give a notice to move at another dwelling unit in order to move into the subject unit?
 Yes No
14. If the unit is owner-occupied, did the owner sell or place on the market for sale the home s/he occupied prior to the subject unit?
 Yes No Not Applicable, because the unit is not occupied by the owner.