

**EXEMPTION APPLICATION**  
**Rent Board Fee- Code 29**

<https://sfrb.org/rentboardfee>

On July 6, 1995, the Board of Supervisors approved Ordinance No. 287-95, authorizing the Tax Collector's Office to bill the Rent Board fee amount as a special assessment on the property tax bill. Pursuant to Chapter 37A, the Rent Board is entitled to collect \$50.00 for each dwelling unit and \$25.00 for each hotel guest room subject to the Ordinance, whether it is vacant or not.

Return the following REQUEST FOR EXEMPTION OF THE RENT BOARD FEE with the required documentation to the following email: [rentboard.311@sfgov.org](mailto:rentboard.311@sfgov.org)

Exemptions are ONLY allowed under the following conditions:

- Parcel is charged special assessment code 29; and
- Parcel proves one of the requirements (*see page 2 for list of requirements*)

Upon approval of your request for exemption, your property tax bill may be reissued excluding the fee. Please remember to pay your bill on time. If you have already paid the property tax bill, you will receive a refund for the fee amount that was assessed. Refunds may take up to six months.

Please fill out the form completely with the requested information, sign and date it, and email it along with supporting documentation (if needed). You will receive an email confirming the receipt of your request, and **most requests** will receive a notice approving or denying the request within 30 days. Property Tax bills will accrue interest and a 10% penalty if NOT paid on time by December 10 and April 10. Please pay on time to avoid late charges. If an exemption is approved and your property tax bill has have already been paid, a refund will be issued for the appropriate amount.

*NOTE: Effective January 20, 2020, the San Francisco Rent Ordinance was amended pursuant to Ord. No. 296-19 to extend local eviction controls and payment of the Rent Board fee to units that were newly constructed after June 13, 1979 (including live-work units), and to units that have undergone a substantial rehabilitation. Previously, these units were wholly exempt from the Rent Ordinance, including both the eviction controls and the rent regulations, as well as payment of the Rent Board fee. Under the new legislation, these units generally remain exempt from local rent regulations, but are now covered by the Rent Ordinance for all other purposes.*

# San Francisco Residential Rent Stabilization and Arbitration Board

## REQUEST FOR EXEMPTION OF RENT BOARD FEE

[FISCAL YEAR 2020-2021]

<https://sfrb.org/rentboardfee>

### ↓ Residential Building Information ↓

_____	_____	
(Block)	(Lot Number)	
_____	_____	_____
Number of Residential Units	Number of Commercial Units	Total Number of Units
_____	_____	
(Full Property Address)	(Number of Units in Building)	
_____	_____	_____
First Name	Middle Initial	Last Name
_____	_____	
Primary Phone Number	Email Address	

### ↓ Exemption Information ↓

Exemptions from the Rent Board fee are allowable, if one or more of the below are true.

- Check box; AND
- Provide Proof as listed
- My (check one):  single family home  condominium  co-op, or  apartment unit  
is occupied by an owner of record and not rented at any time. VACANT UNITS or units solely occupied by children or relatives not on title as owner DO NOT qualify for exemption. (NO PROOF REQUIRED)
- The rent for the unit(s) claimed to be exempt is controlled or regulated by a government unit, agency or authority (other than the San Francisco Rent Board). Enclosed is documentation from that governmental agency showing regulation of rents, such as proof of Section 8. (PROOF REQUIRED)
- The hotel guest room(s) claimed to be exempt is not rented for residential use and is designated for tourist use under the Residential Hotel Ordinance. Enclosed is the most current Certificate of Use from the Housing Inspection Division of DBI. (PROOF REQUIRED)
- The unit(s) is a housing accommodation in a (check one):
  - hospital,  convent,  monastery,  extended care facility,  state licensed home for the elderly, or
  - a dormitory owned and operated by an institution of higher education, a high school or an elementary school. Enclosed is Department of Social Services Certificate. (PROOF REQUIRED)
- The unit(s) is in a non-profit cooperative owned, occupied and controlled by a majority of the residents. Enclosed is a copy of the non-profit document 501(C) currently on file with the Secretary of the State.

**I DECLARE UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE ABOVE STATEMENTS ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF. REFUND WILL NOT BE PROCESSED WITHOUT SIGNATURE.**

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Dated

For questions concerning this notice, please call (415) 252-4600.