



CITY OF CULVER CITY

9770 Culver Boulevard, Culver City, California 90232

Sol Blumenfeld
Community Development Director

310 253-5700
310 253-5779 Fax

RENT CONTROL (ORDINANCE NO. 2020-014) GUIDELINE/RULE NO. 2021-RC03 (Requirements for Updating Rent Registration Certificate)

Pursuant to the authority granted under Culver City Municipal Code (“CCMC”) Section 15.09.265, the Community Development Director (“Director”) hereby issues this Guideline/Rule to clarify certain requirements of CCMC Section 15.09.230.B, Registration Process.

Authority: Section 15.09.265 of the Culver City Municipal Code provides:

The Director is authorized to administer and enforce this Subchapter, which may include promulgating guidelines and rules consistent with the provisions of this Subchapter. These Housing Division Guidelines shall have the force and effect of law and may be relied upon by parties to determine their rights and responsibilities under this Subchapter.

Background and Summary: CCMC Section 15.09.230.B.1 provides that Rental Unit Registration “is complete only when all of the following information is provided: *ownership information*; property information; year built and certificate of occupancy date; number of bedrooms and bathrooms for each Rental Unit; the amount of Rent in effect at the time of registration; and a description of Housing Services.” (emphasis added) CCMC Section 15.09.230.B.3.1 requires a Landlord to update a Rental Unit Rent Registration certificate annually, upon a new Tenancy, and when there are changes in Housing Services for a Covered Rent Unit.

CCMC Section 15.09.230.B.3 does not specifically include “change of ownership” as an event that triggers the requirement to update a Rent Registration certificate; however, it is clearly the intent that ownership information be up to date, as demonstrated by the requirements of CCMC 15.09.230.B.1, which requires ownership information is provided before a Rent Registration is deemed complete.

Guideline/Rule: Based on the foregoing, CCMC Section 15.09.230.B.3 will be administered by the City as follows:

Every Rental Unit Rent Registration certificate shall be updated annually, as required by Section 15.09.230.B.1, upon change of ownership, upon a new Tenancy, and when there are changes in Housing Services for the Covered Rental Unit.

Issued: March 8, 2021

Sol Blumenfeld

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Community Development Director

Approved as to Form:

Carol Schwab, City Attorney

By: 

Heather Baker
Assistant City Attorney