



Housing Division
9770 Culver Boulevard
Culver City, CA 90232
(310) 253-5790
rent.control@culvercity.org

Tenant's Complaint Form for Excessive Rent Instructions

Common Reasons to Use This Form

- You have received notice of a rent increase which is greater than 3% of your rent in effect on June 11, 2019.
- Your landlord is charging you for Housing Services (as defined below), that used to be included along with your monthly rent.
- Your landlord has increased the fees currently charged for Housing Services (as defined below).
- Your landlord has imposed an additional fee for adding a household member.
- Other reasons, as indicated below.

Important Notice to Read Before Completing This Form: Before filing a complaint with the Housing Division, have you (the tenant) attempted to resolve the matter of excessive rent with your landlord/management company? If not, first write to the landlord/management company and request that the landlord/management company address your specific concern(s).

When to Use This Form

- Under the City's Interim Rent Control Ordinance (adopted by the City Council on August 12, 2019), a landlord may only increase rent by a maximum of 3% above the rent in effect on June 11, 2019, and may only impose a rent increase once in any 12-month period.
- If you have already paid rent in excess of 3% of the rent in effect on June 11, 2019, your landlord must credit you the overpayment in one lump sum or over a six month period.
- Landlords may not decrease a tenant's Housing Services, which include all services provided by the Landlord related to the use or occupancy of the unit, including, but not limited to, insurance, repairs, replacement, maintenance, painting, utilities, heat, water, elevator service, laundry facilities, recreational areas and/or pools, janitorial service, refuse removal, furnishings, parking, storage, and security services.
- Fees may be charged for pets, lost keys and remotes.
- Fees may not be imposed for additional household members added to the household, but the landlord may request additional security deposit as allowed by law.
- **Use this form if you believe your landlord is in violation of any of the above.**

Required Documentation: For your complaint to be accepted for processing, you must attach copies of the documents required in Step 11, and any other documents you believe are evidence showing the amount of rent paid and retained. Submit copies only and keep the original documents.

Send completed forms by mail or in person to: City of Culver City, Housing Division, 9770 Culver Boulevard, Culver City, CA 90232. You may also submit digitally by sending an email with one attached PDF file containing both the signed, completed form and all attachments to rent.control@culvercity.org.

If you have any questions about the process or forms, contact the Housing Division at (310) 253-5790 or rent.control@culvercity.org.



Tenant's Complaint Form for Excessive Rent

Instructions: Complete Sections 1-12, below. Attach the documents requested in Section 11.

1. Tenant (Complainant) Information

First Name		Last Name	
Email		Phone	
Mailing Address			
Street Address		Unit	
City		State	Zip

2. Unit for which excessive rent was requested/paid

Street Address		Unit	
City		State	Zip

3. Current Landlord Information

Trust/LLC/Business Name (if known)			
First Name		Last Name	
Email		Phone	
Mailing Address			
Street Address		Unit	
City		State	Zip

4. Former Landlord (if applicable) Information

Trust/LLC/Business Name (if known)			
First Name		Last Name	
Email		Phone	
Mailing Address			
Street Address		Unit	
City		State	Zip

5. Current Property Manager Information

Business Name (if known)			
First Name		Last Name	
Email		Phone	
Mailing Address			
Street Address		Unit	
City		State	Zip

Form continues on page 2 →

Tenant's Address: _____

Tenant's Unit #: _____

6. Describe why you think you paid excessive rent in the box below. Attach additional pages, if needed.

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7. Check the box next to all forms of excess rent that apply. (See Interim Rent Control Ordinance, Section 4.)

- Landlord has increased monthly rent greater than the maximum lawful rent cap of 3%
- Landlord has decreased Housing Services. Housing Services are all services provided by Landlord related to the use or occupancy of the unit, such as insurance, repairs, replacement, maintenance, painting, utilities, heat, water, elevator service, laundry facilities, recreational areas and/or pools, janitorial service, refuse removal, furnishings, parking, storage, and security services, etc.
- Landlord has increased the fees currently charged for Housing Services.
- Landlord has not reimbursed tenant for payment of rent in excess of 3% of the rent in effect on June 11, 2019
- Tenant is charging a sub-tenant or co-tenant rent greater than the maximum lawful rent.
- Landlord has imposed an additional fee for adding a household member, including minors.

8. Rent History

Move-in date (MM/DD/YYYY)			
Monthly Rent in Effect on June 11, 2019			
When did collection of excess rent begin? (MM/DD/YYYY)			
Are you still paying excess rent? (Yes/No)			
If not, when did the collection of excess rent end? (MM/DD/YYYY)			
Was any portion of the excess rent claimed in this complaint returned to you? (Yes/No)			
If yes, how much and when?	\$	Date (MM/DD/YYYY)	
Have you ever withheld rent in order to satisfy this claim of excess rent? (Yes/No)			
If yes, how much and when?	\$	Date (MM/DD/YYYY)	

9. Information for any roommate or any other person who lived in the unit and paid rent during the time covered by this complaint. If multiple, attach additional sheets.

First Name		Last Name	
Email		Phone	
Dates of Occupancy (MM/DD/YYYY - MM/DD/YYYY)			
Mailing Street Address		Unit	
City		State	Zip

Form continues on page 3 →

Tenant's Address: _____

Tenant's Unit #: _____

10. Amount of Rent Paid

Instructions: List only those months for which you claim excess rent was paid. Enter the most recent date for which you have evidence that you paid excess rent. Use a new line for each month for which you have evidence of paying rent. If you have a roommate who also pays rent to the owner, include the total amount paid by everyone.

Month/Year (MM/YY)	Amount of Rent Paid	Describe Evidence Attached (see Step 11)	OFFICE USE ONLY		
			Legal Rent	Excess Rent	Totals
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					

11. Attach copies of the following required documents. Keep the original documents yourself.

- Cancelled checks or money orders for rent, security deposit, utility payments, and/or
- Receipts for payment of rent, security deposit, utility payments, and/or amenities
- Bank statements (if rent was paid electronically)
- Rental agreement or lease for all relevant time periods
- Notice of annual rent increase for all relevant time periods
- Relevant correspondence with owner/property manager
- Separate agreements (including parking, storage, or other amenities)
- Other documents that support your claim

12. Certification

I hereby certify that I have read, or have had read to me, the Culver City Interim Rent Control Ordinance, Section 4 "Rent Increases". The City may contact my landlord and/or property manager as part of the investigation process required to resolve this complaint. Under penalty of perjury, I hereby certify that the information I have provided in this complaint form and in any attached sheets is true and correct to the best of my knowledge and belief.

Head of Household Signature	
Print First and Last Name	
Date	

Send this completed form and all attachments by mail or in person to:

City of Culver City, Housing Division, 9770 Culver Blvd., Culver City, CA 90232

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