

**RENT BOARD**  
**PORTAL USER GUIDE**  
*GENERAL PUBLIC*

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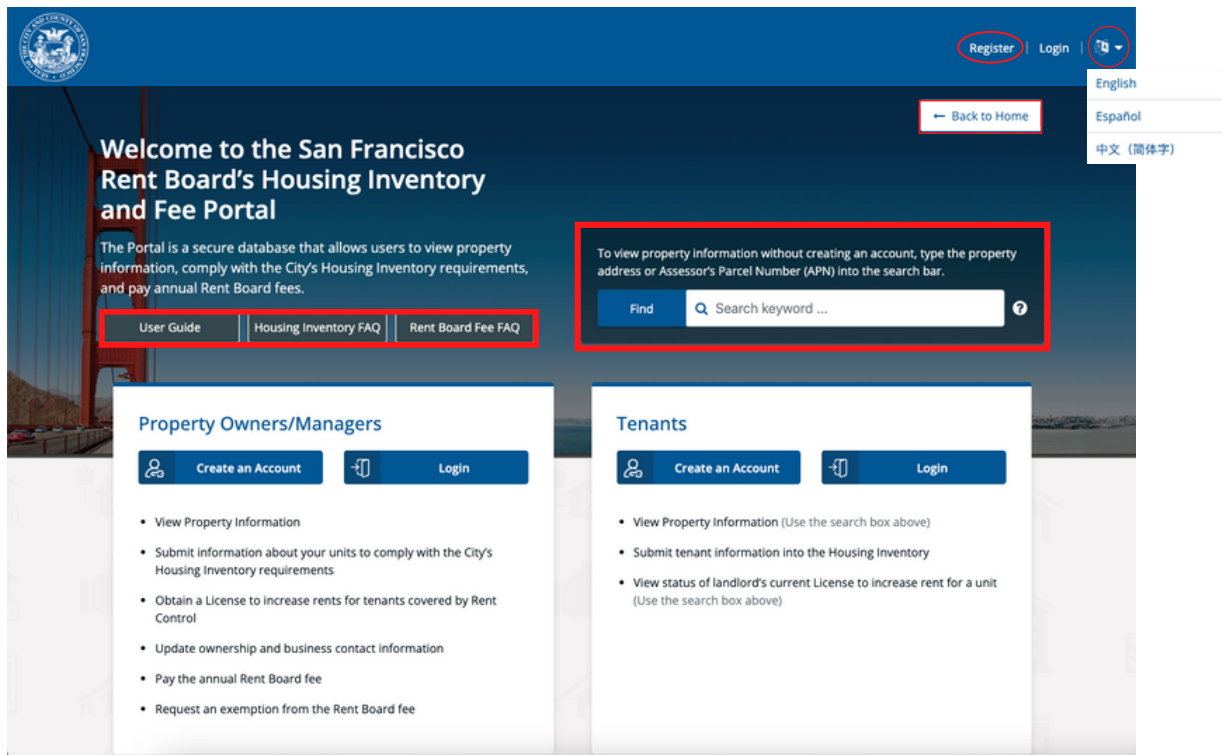
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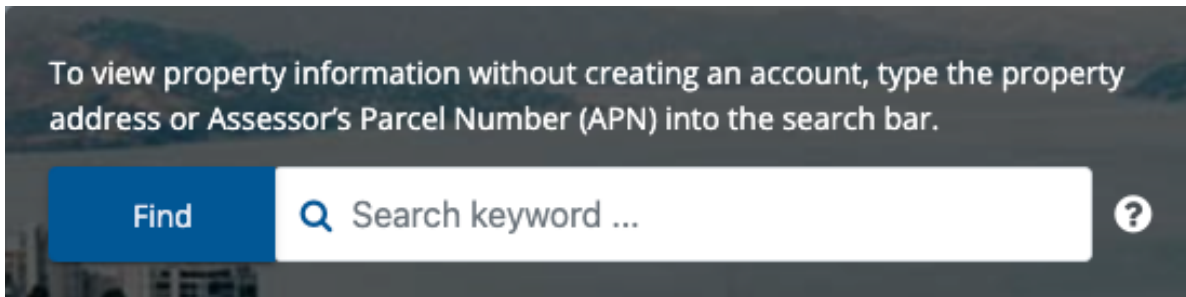
# 1. Portal Homepage Resources



- In the San Francisco Rent Board's Housing Inventory and Fee Portal home page, you will be able to:
  - use the translation feature to translate the page into English, Spanish or Chinese
  - access the User Guide, Housing Inventory and Rent Board Fee FAQ
  - conduct a basic property search by address or Assessor's Parcel Number (APN or Block/Lot Number) without the need to create an account
  - create and log in to your account

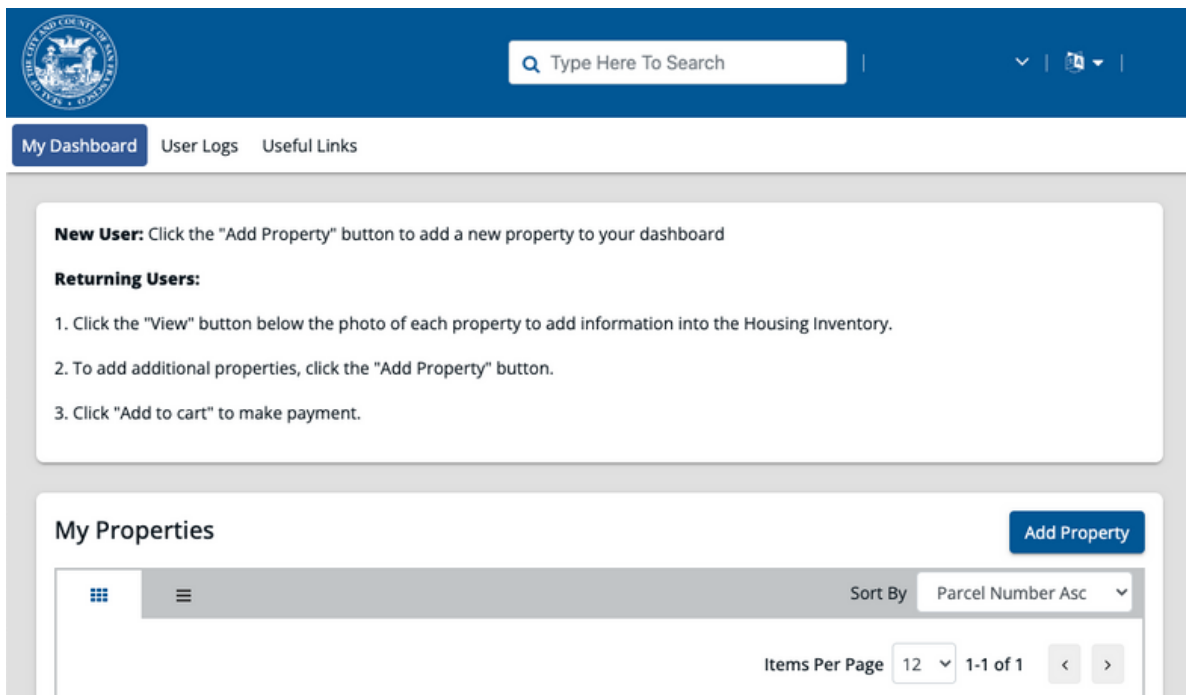
## 2. Property Search

### *No Account Needed for Homepage Search*



- Anyone can do a limited search without the need to create an account.
- Anyone can see basic Rent Board Fee and Housing Inventory information (e.g. number and type of units, whether the fees are paid or outstanding, or if there is a rent increase license issued).

### *Account Needed*



- Once you create an account and log in, you will see the page shown above.



## *Search by Parcel Number, APN or Block/Lot Number*



The screenshot shows a blue header bar with the San Francisco Planning Department logo on the left. In the center, there is a search bar with a magnifying glass icon and the text "0000-000". Below the search bar, a white box displays "1 matches found in Parcel". To the right of the search bar, there are icons for a printer and a dropdown menu. Below the header bar, there is a navigation bar with links: "My Dashboard", "User Logs", and "Useful Links".


- You can enter the parcel number directly into the search bar. The system will accept the parcel number with or without the hyphen.
- Select "{#}" matches found in parcel."
- If you are unsure about the parcel number of a particular property, you can search for the parcel number using the Property Information Map at: <https://sfplanninggis.org/pim/>

## *Search by Property Address*



The screenshot shows a blue header bar with the San Francisco Planning Department logo on the left. In the center, there is a search bar with a magnifying glass icon and the text "123 Address St". Below the search bar, a white box displays "1077 matches found in Site Address". To the right of the search bar, there are icons for a printer and a dropdown menu. Below the header bar, there is a navigation bar with links: "My Dashboard", "User Logs", and "Useful Links".

- You can enter the address directly into to the search bar.
- Select "{#}" matches found in Site Address."



Type Here To Search


My DashboardUser LogsUseful Links

Search Results

← Back


Search Result(s) for 123 in Site Address

Items Per Page 12 1-12 of 1077




Asset Name / Number:  
Site Address:

View




Asset Name / Number:  
Site Address:

View



Asset Name / Number:  
Site Address:

View



Asset Name / Number:  
Site Address:

View

- When you see the match results from the parcel or address search, you can click on "View" to access the property record in the parcel view.

### 3. Rent Board Fees

Address

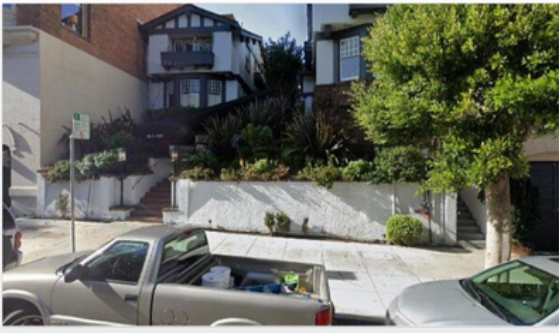


Image View Map View

Site Address  
2115 HYDE ST SAN FRANCISCO CA 94000 US

Select Year 

2023

Rent Board Fee (2023)

Rent Board Assessed Fee : \$472.0

Late Payment Penalty : \$23.6

Total Amount Paid : \$0.0

- In the parcel view, the you will be able to see information regarding Rent Board Fees.
- You should use the drop down menu next to "Select Year" to select the appropriate year. The default year shown will always be the current cycle.

Select Year 

2023

Rent Board Fee (2023)

Rent Board Assessed Fee : \$472.0

Late Payment Penalty : \$23.6

Total Amount Paid : \$0.0

- The Rent Board Assessed Fee is calculated based on the number of units in the property.

Select Year

**Rent Board Fee (2023)**

**Rent Board Assessed Fee :** \$472.0

**Late Payment Penalty :** \$23.6

**Total Amount Paid :** \$0.0

- The Late Payment Penalty is a late fee that is assessed for each unit if the Rent Board Fee is not paid by March 1st. A 5% penalty is added after March 1st, with an additional 5% for every month thereafter (capped at 15%).
- Tenants are not responsible for paying any portion of late fees.

Select Year

**Rent Board Fee (2023)**

**Rent Board Assessed Fee :** \$472.0

**Late Payment Penalty :** \$23.6

**Total Amount Paid :** \$0.0

- The Total Amount Paid is the amount the property owner, manager or agent has paid toward the Rent Board Fee.

## 4. View Rent Increase License

Address




Image View Map View

Site Address

2115 HYDE ST SAN FRANCISCO CA 94000 US

Select Year 2023

Rent Board Fee (2023)

Rent Board Assessed Fee : \$472.0

Late Payment Penalty : \$23.6

Total Amount Paid : \$0.0


- To view the Rent Increase License, you should scroll down to the parcel view until you see the "Housing Inventory Submission" as shown below.

Housing Inventory Submissions 2023 (November 1, 2022 - February 29, 2024)

Export to Excel


Search...


Drag a column header and drop it here to group by that column

Unit Address	Unit Number	Occupancy Type ↑	Reporting Status	Status of Rent Increase License	License Document
2115 HYDE ST SAN FRANCISCO CA 94000 US	1	Occupied by non-owner	In Compliance	Licensed Until 02/29/2024	

1-1 of 1 items

5 items per page

<b>RENT INCREASE LICENSE</b> <small>City and County of San Francisco</small>		
<b>LICENSE NUMBER:</b>	<b>ISSUANCE DATE</b> 02/28/2023	<b>EXPIRATION DATE</b> 2-29-24 <i>[Renew by 3-1-24]</i>
<b>UNIT ADDRESS</b> SAN FRANCISCO CA	<b>BLOCK/LOT OF BUILDING</b>	
<b>BUSINESS CONTACT FOR OWNER</b> <b>Name:</b> Lary Landlord <b>Phone No./ EMail:</b> / LARYLANDLORD123@GMAIL.COM		
<p>The landlord has substantially complied with their obligation to report information about the rental unit as required under Rent Ordinance Section 37.15, and may increase the rent for the unit pursuant to Sections 37.3(a) (1)-(2). This license will expire on 2-29-24 unless renewed.</p>		
<p align="right"> <b>CITY AND COUNTY OF SAN FRANCISCO</b>  <b>RESIDENTIAL RENT STABILIZATION AND</b>  <b>ARBITRATION BOARD</b>              CHRISTINA VARNER            EXECUTIVE DIRECTOR         </p>		
<p align="center">To renew this license or for additional information, contact the Rent Board at 415-252-4600 or visit <a href="http://www.sf.gov/rentboard">www.sf.gov/rentboard</a></p>		

- After you click on the  icon, a Rent Increase License, as shown above, will be available to view or download.

## 5. Create an Account

---

### Tenants



- View Property Information (Use the search box above)
- Submit tenant information into the Housing Inventory
- View status of landlord's current License to increase rent for a unit (Use the search box above)

---

### Property Owners/Managers



- View Property Information
  - Submit information about your units to comply with the City's Housing Inventory requirements
  - Obtain a License to increase rents for tenants covered by Rent Control
  - Update ownership and business contact information
  - Pay the annual Rent Board fee
  - Request an exemption from the Rent Board fee
- 
- You should first go to <https://portal.sfrb.org>.
  - Then, click on the "Create Account" tab under the "Tenants" header if you are tenant or the "Property Owners/Managers" if you are a property owner or manager.

## CREATE A NEW ACCOUNT

**Username(Email)\***

*Username is your email address and it is not case sensitive.*

**Password\***

*Password should be minimum of 6 characters, and include at least one uppercase letter, one lower case letter, and one symbol (!@#\$%^&).*

**Confirm Password\***

*Please confirm your password.*

**First Name\***

*Please enter your first name.*

**Last Name\***

*Please enter your last name.*

Submit

[Back to Portal](#)

Already Registered ? [Login](#)

- You should input the email as the username.
- Then, choose a password, enter the same password under "Confirm Password," enter the first and last name and then click on "Submit."
- Password must contain at minimum 6 characters and include at least:
  - one upper case (A-Z) letter,
  - one lower case (a-z) letter,
  - and one symbol (!@#\$%^&\*).

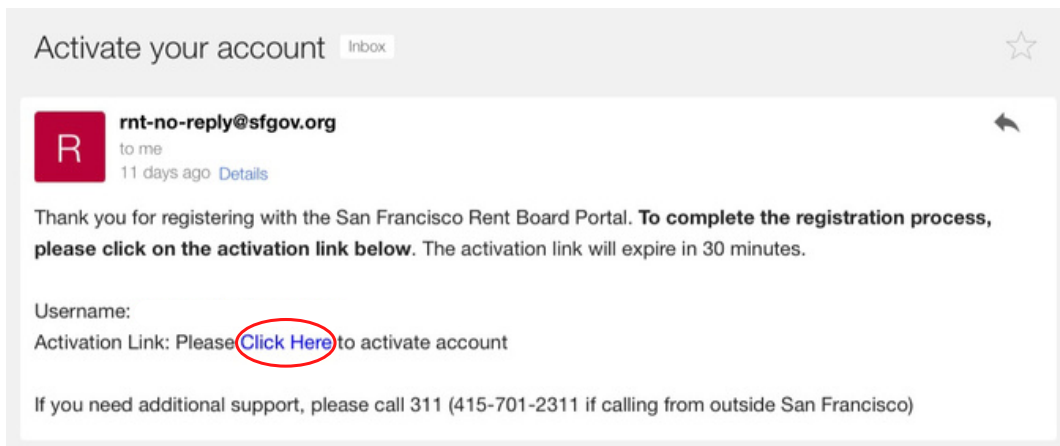


## Registration Successful

We have sent a activation link to your email. You might find the activation link email in your spam or junk folder. Please check your email and click on activation link to complete your registration process.



- Once you have typed in the information, you will see a “Registration Successful” pop-up.
- You should then click "Ok."



- The system will send you an email. You should check for an email titled “Activate your account” from rnt-no-reply@sfgov.org.
- Make sure you check the spam or junk folder if the you do not see this email in the inbox.
- Once you find the email, you should click on the activation link under “Click Here.”



**Account activation is successfully done. Please click on login button to login to portal.**




- You will receive a notification letting you know that the account has been successfully activated and will prompt you to log in.

## 6. Reset Password

### LOGIN

Username(Email)\*

Password\*



☐ Remember Me [Forgot Password?](#)

Login

Create an account

- You should click on "Forgot Password."

### FORGOT PASSWORD

Username\*

Reset Password

Back

- You will be asked to enter their Email/Username.
- Then, click on the blue "Reset Password" button.

## FORGOT PASSWORD

Username\*

johnsmith@gmail.com

User with provided username not found. Please enter correct username.

Reset Password

Back

- If you receive the error message shown above, it means that there is no account associated with the email you entered.
- You will need to create an account or see if there is a different email that could be associated with your account.

## FORGOT PASSWORD

Username\*

johnsmith@gmail.com

Please enter valid username

Reset Password

Back

- If you receive the error message shown above, it means that you entered an invalid email/username.

## Success

Check your email for new password

Ok

- If you entered a valid email and clicked “Reset Password,” a "Success" page will appear.
- Click on the the blue "Ok" button.

### Password Reset

External

Inbox x



**rnt-no-reply@sfgov.org**

to me ▼

New Password for the account: Username:

Password: **9!02h6TX**

<https://portal.sfrb.org/>

- Check your email for an email from rnt-no-reply@sfgov.org. The email will contain a Temporary Password you will use to regain access to your account.

## CHANGE PASSWORD

Temporary Password\*

New Password\*

Confirm New Password\*

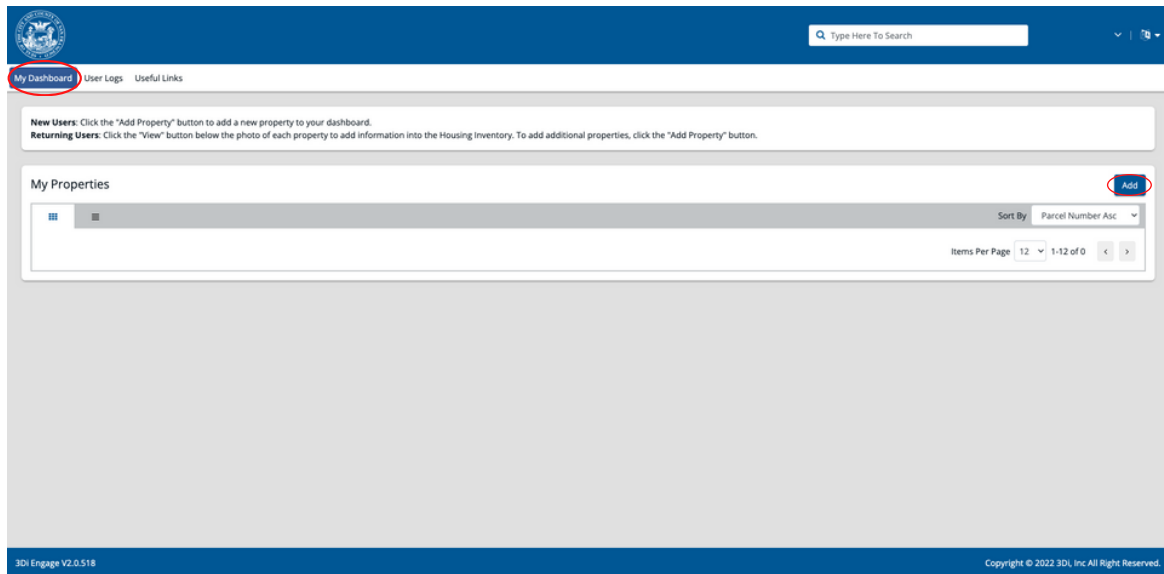
Change Password

Cancel

- You should enter the temporary password under "Temporary Password."
- Then, enter a new password under "New Password" and "Confirm New Password."
- The new password must contain at minimum 6 characters and include at least:
  - one upper case (A-Z) letter,
  - one lower case (a-z) letter,
  - and one symbol (!@#\$%^&\*).
- Click on the the blue "Change Password" button.

# 7. Adding a Property

## *Property Owner's Perspective*



- Once you log in, you can add the property by clicking on “Add” under the “My Dashboard” tab.

Add

I am Property ... \*

- ✓ Select
- Owner
- Property Manager
- Tenant
- TIC Owner

Cancel Add

### Where to find my PIN?

Please enter the APN and PIN located on the Rent Board Notice sent to the mailing address on file for your property. If you need a new PIN to be issued or need other assistance, please call 415-252-4600.

**San Francisco Residential Rent Stabilization and Arbitration Board**  
25 Van Ness Avenue #320, San Francisco, CA 94102-6033 www.sffb.org

**Notice to Owner of Property with 10+ Units**  
**New Housing Inventory Requirements Effective July 1, 2022**  
S.F. Administrative Code Chapter 37.15

(NOTICE DATE)

(OWNER NAME)  
(OWNER ADDRESS)  
(OWNER ADDRESS)

APN: 110000000001  
PORTAL PIN: 1XXXX1

PROPERTY ADDRESS: [XXXXXXXX]

- You will be asked to identify their role with the property. You will have the option to select from "Owner," "Property Manager," or "TIC Owner."

Add

I am Property ...

Select

Parcel Number \*

PIN \*

Cancel Add

### Where to find my PIN?

Please enter the APN and PIN located on the Rent Board Notice sent to the mailing address on file for your property. If you need a new PIN to be issued or need other assistance, please call 415-252-4600.

**San Francisco Residential Rent Stabilization and Arbitration Board**  
25 Van Ness Avenue #320, San Francisco, CA 94102-6033 www.sffb.org

**Notice to Owner of Property with 10+ Units**  
**New Housing Inventory Requirements Effective July 1, 2022**  
S.F. Administrative Code Chapter 37.15

(NOTICE DATE)

(OWNER NAME)  
(OWNER ADDRESS)  
(OWNER ADDRESS)

APN: 110000000001  
PORTAL PIN: 1XXXX1

PROPERTY ADDRESS: [XXXXXXXX]

- You will be asked to enter the property's parcel number. The parcel number should be entered with the dash and no space before and after.
- If you do not have this information on hand, you can search the parcel number by using the Property Information Map from the San Francisco Department of Planning (<https://sfplanninggis.org/pim/>).

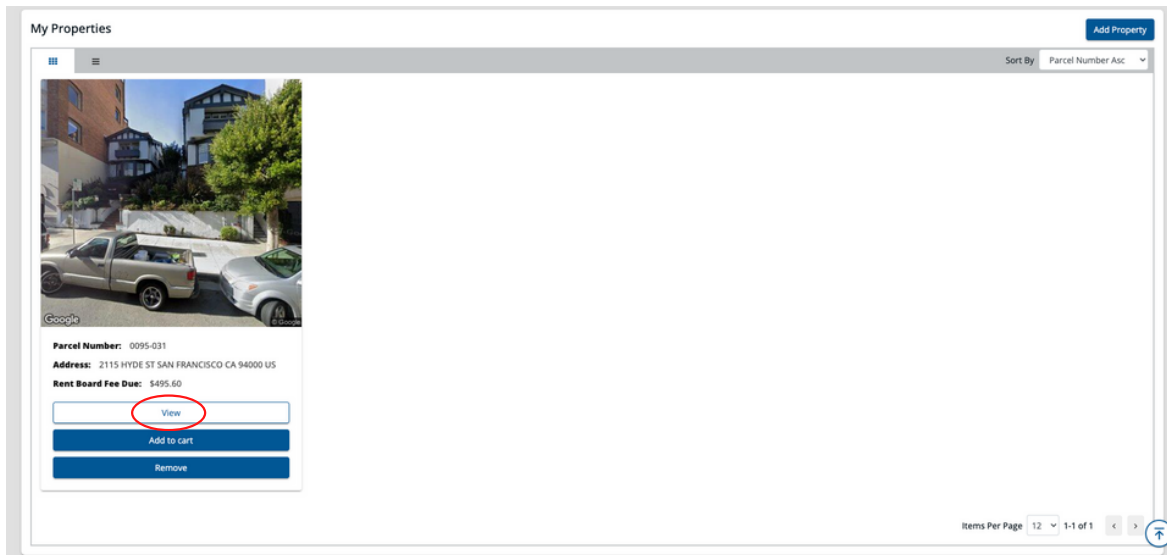


The image shows two side-by-side screenshots from the San Francisco Rent Board portal. The left screenshot is the 'Add' form, which includes a dropdown menu for 'I am Property ...', a 'Parcel Number' field, a 'PIN' field (circled in red), and 'Cancel' and 'Add' buttons (the 'Add' button is also circled in red). The right screenshot is titled 'Where to find my PIN?' and provides instructions on how to find the APN and PIN from a Rent Board Notice. It includes a sample notice titled 'Notice to Owner of Property with 10+ Units New Housing Inventory Requirements Effective July 1, 2022'. In the sample notice, the 'PORTAL PIN: XXXX' is circled in red, and the 'PROPERTY ADDRESS: XXXXXXXX' is also circled in red.

- You will be asked to input the Portal PIN. You can access this PIN by referring to the notices from the San Francisco Rent Board.

The image shows a 'Success' message box with a blue background and white text. Below the message box, the text 'Data saved successfully' is displayed. At the bottom right of the page, there is a blue 'Ok' button (circled in red).

- After you click "Add," you will see the "Success" page shown above.
- Then, click "Ok."



- If you would like to access the property record in parcel view, you should click on "View."
- If you would like to pay any outstanding Rent Board Fees, you should click on "Add to cart."
- If you would like to remove a property from the account, you should click on "Remove."

## 8. Housing Inventory Submission

### *Property Owner's Perspective Only*

**THE INFORMATION ENTERED IN THE HOUSING INVENTORY SUBMISSION IS PUBLIC.**

### *Copy Submissions From Prior Years*

NEW- Housing Inventory Submissions 2023 (November 1, 2022 - February 29, 2024)

Report Unit Information

Export to Excel Search...

Drag a column header and drop it here to group by that column

Unit Address	Unit Number	Occupancy Type ↑	Reporting Status	Status of Rent Increase License	License Document	Action

No Record Found

5 items per page No items to display

- You should scroll down to the header titled "Housing Inventory Submissions."
- Click on the blue "Report Unit Information" button.
- Please do not use the fields (e.g. under "Unit Address" or "Reporting Status") to make a submission. These are search fields only.

Report Unit Information

Copy Submissions From Prior Years

+ Report Unit Information (Individual Unit)

+ Report Unit Information (Bulk Upload)


Download Spreadsheets From Prior Submissions

- You should click on the blue "Copy Submission From Prior Years" button.

## Copy Submissions From Prior Years

**You can copy all or part of your most recent submissions. You are responsible for the information provided. To copy submissions:**


1. Review the status of the units you want to copy.
2. For any unit that needs an update, under the "Action" column click on the "Edit" button and update the status. (Please note that these updates will not be applied to your previous submissions and will only appear on your new submissions.)
3. After reviewing and updating the status of each submission, use the checkboxes on the first column to select the submissions you want to copy. (Please note that the first checkbox (Select All) will select all of the submissions in the table.)
4. Click on "Copy" button.
5. Sign your name on the declaration page and click on "Report Unit Information".
6. After unit information is submitted, a rent increase license will be generated for all units identified as "non-owner occupied". Please note, however, that it may take several minutes for license documents to appear in the system. Please check back later if your rent increase license is not immediately viewable.
7. Users can only copy a submission once. Units that are already copied will not be available in the "Copy Submissions From Prior Years" list below.

<input type="checkbox"/>	Unit Address	Unit Number	Occupancy Type	Actions
<input type="checkbox"/>	2129 HYDE ST SAN FRANCISCO CA US US	25	Occupied by non-owner	

items per page

1 - 2 of 2 items

[Copy](#) [Back](#)

- Click on the  icon circled above to see if there are any edits they would like to make to a submission.
- An "Edit" pop up screen will appear as shown below.

Edit

**Instructions:** After completing all of the required fields, select the blue "Submit" button.  
**NOTE:** You must complete and submit a separate form for each unit at the property.

\* Select Site Address
 2129 HYDE ST SAN FRANCISCO CA US-Parcels

Enter Unit Number (if any)  
 25

Select type of occupancy for this unit ⓘ  
 Vacant

**Unit Information**

\* Number of Bedrooms  
 One-Bedroom

\* Number of Bathrooms  
 One and a half bathrooms

\* Square Footage  
 3251-3500 Sq Ft

**Unit Occupancy and Vacancy Information**

\* Provide date that current vacancy began. If exact date is unknown, please provide the approximate month or year  
 10/19/2022

Were there any other occupancies and/or vacancies during the past twelve months?  
☐ Yes ☒ No

**Business Contact Information (Person designated by owner to address repair issues)**


\* Provide Business Contact Information  
 Owner

Business Registration Number for the unit (if any) ⓘ  
 12589

## Copy Submissions From Prior Years

**You can copy all or part of your most recent submissions. You are responsible for the information provided. To copy submissions:**

1. Review the status of the units you want to copy.
2. For any unit that needs an update, under the "Action" column click on the "Edit" button and update the status. (Please note that these updates will not be applied to your previous submissions and will only appear on your new submissions.)
3. After reviewing and updating the status of each submission, use the checkboxes on the first column to select the submissions you want to copy. (Please note that the first checkbox (Select All) will select all of the submissions in the table.)
4. Click on "Copy" button.
5. Sign your name on the declaration page and click on "Report Unit Information".
6. After unit information is submitted, a rent increase license will be generated for all units identified as "non-owner occupied". Please note, however, that it may take several minutes for license documents to appear in the system. Please check back later if your rent increase license is not immediately viewable.
7. Users can only copy a submission once. Units that are already copied will not be available in the "Copy Submissions From Prior Years" list below.

<input type="checkbox"/>	Unit Address	Unit Number	Occupancy Type	Actions
<input checked="" type="checkbox"/>	2129 HYDE ST SAN FRANCISCO CA US US	25	Occupied by non-owner	

items per page

1 - 2 of 2 items

[Copy](#) [Back](#)

- You will see the "Copy Submission From Prior Years" page.
- You should check the corresponding box in first column to select the submission(s) you would like to copy.
- Then, click "Copy."
- Once the selected units are copied into the current Housing Inventory Submission table, those unit will no longer be an option to copy.
- Units that are not copied will continue to be an option to copy into the current Housing Inventory Submission table.

Report Unit Information

I have used all reasonable diligence in preparing this statement. I have reviewed the statement and to the best of my knowledge, the information contained herein is true and complete. To the extent I was unable, despite the use of reasonable diligence, to ascertain the exact information to be reported, I have provided the most accurate approximation that I can based on information and belief where possible or, where such approximation is not feasible, I have stated that the information is unknown. I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct. Type the full name of the person signing this declaration. Do not provide the name of a business.

Submitter Name\*

Lary Landlord

Submission Date\*

8/9/2023

Report Unit Information

- You will be asked to sign under penalty of perjury and enter the date.
- Then, click "Report Unit Information."

Success

Data saved successfully

Ok

- Once submitted, you will see the "Success" page shown above.
- You should click "Ok."

NEW- Housing Inventory Submissions 2023 (November 1, 2022 - February 29, 2024)

Report Unit Information

Export to Excel

Search...

Drag a column header and drop it here to group by that column

Unit Address	Unit Number	Occupancy Type	Reporting Status	Status of Rent Increase License	License Document	Action
2129 HYDE ST SAN FRANCISCO, CA 94112, US	25	Vacant	In Compliance	License not issued		

1

5

Items per page

1-1 of 1 items

- You should see the submissions in the Housing Inventory Submission table for the current year.

## Report Unit Information Individually

NEW- Housing Inventory Submissions 2023 (November 1, 2022 - February 29, 2024)

Report Unit Information

Export to Excel

Search...

Drag a column header and drop it here to group by that column

Unit Address	Unit Number	Occupancy Type	Reporting Status	Status of Rent Increase License	License Document	Action

No Record Found

0 5 items per page

No items to display

- You should scroll down to the header titled "Housing Inventory Submissions."
- Click on the blue "Report Unit Information" button.
- Please do not use the fields (e.g. under "Unit Address" or "Reporting Status") to make a submission. These are search fields only.

Report Unit Information

Copy Submissions From Prior Years

+ Report Unit Information (Individual Unit)

+ Report Unit Information (Bulk Upload)

Download Spreadsheets From Prior Submissions

- You should click on the blue "+Report Unit Information (Individual Unit)" button.

**Report Unit Information (Individual Unit)**

**Instructions:** After completing all of the required fields, select the blue "Submit" button.  
**NOTE:** You must complete and submit a separate form for each unit at the property.

\* Select Site Address Enter Unit Number (if any)

2115 HYDE ST SAN FRANCISCO CA 94000 US-Parcels 1

Select type of occupancy for this unit ⓘ

Occupied by non-owner

- You should use the drop-down menu under "Select Site Address" to select the address on which you would like to report information.
- If an address is not available in the drop-down list, you should contact 311 and a Rent Board Staff will add the missing address.
- Enter the Unit Number, if any.

Select type of occupancy for this unit ⓘ

Select

Search

☒ Select

☐ Occupied by owner

☐ Occupied by non-owner

☐ Vacant

☐ Non-Residential

- You should also use the drop-down menu under "select type of occupancy for this unit."
- You will have the option to select from:
  - Occupied by owner
  - Occupied by non-owner
  - Vacant
  - Non-Residential



## Occupied by Non-Owner

**\* Select type of occupancy for this unit ?**

Occupied by non-owner

- If "Occupied by non-owner" is selected, you will be asked a series of questions shown below.

### Unit Information

**\* Number of Bedrooms**

One-Bedroom

**\* Number of Bathrooms**

One bathroom

**\* Square Footage**

1751-2000 Sq.Ft

- You should use the drop-down menus to select the number of bedrooms, bathrooms, and square footage for a particular unit. The square footage will appear in increments of 250 square feet.

**Rental Information**

\* Provide monthly base rent amount ⓘ

\$1751-\$2000 ▼

Does the base rent include payment of one or more of the following utilities by the landlord? Water/sewer, refuse/recycling, natural gas, electricity, etc.

☐ water / sewer    ☐ refuse / recycling    ☐ natural gas    ☐ electricity

☒ other

Provide details of other utilities included

- You should use the drop-down menu to select the monthly base rent amount. The rent amount will appear in increments of \$250.
- If there are any utilities included in the base rent, you should select the appropriate check box.
- If "other" is checked, you will have the option to enter the utility that is not listed.

**Unit Occupancy and Vacancy Information**

Provide the date that the current occupant of the unit moved in. If the exact date is unknown, please provide the approximate date or select unknown from the drop-down menu

\* Day                      \* Month                      \* Year

01 ▼                      January ▼                      2022 ▼

- You should use the drop-down menu to select the date, month, and year that the current occupant moved in.
- If the date, month and or year is unknown, you will have the option to select that as an option.

Were there any other occupancies and/or vacancies during the past twelve months?

☐ Yes ☒ No

- You should check the corresponding circle ☒ to indicate whether or not there have been other occupancies and/or vacancies during the past 12 months. If "No" is selected, you will not be asked additional questions relating to this topic.

Occupancy or vacancy past 12 months ?

From

To

MM/DD/YYYY

MM/DD/YYYY

Occupancy or Vacancy

Comments

Action

Select



- If "Yes" is selected, you will be asked additional questions relating to this topic. Specifically, the start and end date of the occupancy or vacancy.
- You will also have the option to use the blue "+" button to add additional rows for other vacancies and/or occupancies that occurred within the last 12 months.

**Business Contact Information (Person designated by owner to address repair issues)**

\* Provide Business Contact Information

Select ▼

☐ Owner

☐ Property Manager

☐ Agent

☐ Attorney

- You will be asked to enter the Business Contact Information for the property. By using the drop-down menu, you will have options shown above.

\* **Contact Type**

☐ Add New Contact Details    ☐ Use The Existing Contact Details

- You will be asked to provide your contact information. You can provide the new contact details or choose from an existing contact.

\* First Name

\* Last Name

Email

Phone

- If "Add New Contact Details" is selected, you will be asked to type in the First and Last Name, Email and/or Phone.

\* Select Contact

☒ Select  
Landlord's Name  
Property Manager's Name

Email

Phone Number

- If "Use The Existing Contact Details" is selected, you will be asked to select from an existing contact. You can also provide an email and phone number.

Comment (Optional)

0 of 100 characters used

- If you continue to scroll, you will have the option to add any comments.

☒

I HAVE USED ALL REASONABLE DILIGENCE IN PREPARING THIS STATEMENT. I HAVE REVIEWED THE STATEMENT AND TO THE BEST OF MY KNOWLEDGE THE INFORMATION CONTAINED HEREIN IS TRUE AND COMPLETE. TO THE EXTENT I WAS UNABLE, DESPITE THE USE OF REASONABLE DILIGENCE, TO ASCERTAIN THE EXACT INFORMATION TO BE REPORTED, I HAVE PROVIDED THE MOST ACCURATE APPROXIMATION THAT I CAN BASED ON INFORMATION AND BELIEF WHERE POSSIBLE OR, WHERE SUCH APPROXIMATION IS NOT FEASIBLE, I HAVE STATED THAT THE INFORMATION IS UNKNOWN. I CERTIFY UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE FOREGOING IS TRUE AND CORRECT.

Signature



\* Type the name of the person signing this declaration. Do not provide the name of a business.

\* Date


- You will then need to check the box certifying the information under penalty of perjury.
- You will need to sign and enter the date.
- Lastly, click "Submit."

Export to Excel Search...

Drag a column header and drop it here to group by that column

Unit Address	Unit Number	Occupancy Type	Reporting Status	Status of Rent Increase License	License Document	Action
<a href="#">2115 HYDE ST</a> <a href="#">SAN FRANCISCO</a> <a href="#">CA 94000 US</a>	1	Occupied by non-owner	In Compliance	Licensed Until 02/29/2024		

1-1 of 1 items

- After you have successfully submitted the information, the system will generate an entry for each reported unit. A Rent Increase License will be generated for units that are reported as "Occupied by non-owner."
- If you would like to view or download the Rent Increase License, click on the  icon for the corresponding unit.
- The Business Contact Information will appear in the Rent Increase License.

**RENT INCREASE LICENSE**  
City and County of San Francisco

**LICENSE NUMBER:**


**ISSUANCE DATE** 02/28/2023 **EXPIRATION DATE** 2-29-24  
[Renew by 3-1-24]

**UNIT ADDRESS** SAN FRANCISCO CA **BLOCK/LOT OF BUILDING**

**BUSINESS CONTACT FOR OWNER**  
Name: Lary Landlord  
Phone No./ EMail: / LARYLANDLORD123@GMAIL.COM

The landlord has substantially complied with their obligation to report information about the rental unit as required under Rent Ordinance Section 37.15, and may increase the rent for the unit pursuant to Sections 37.3(a) (1)-(2). This license will expire on 2-29-24 unless renewed.

**CITY AND COUNTY OF SAN FRANCISCO**  
RESIDENTIAL RENT STABILIZATION AND  
ARBITRATION BOARD

  
CHRISTINA VARNER  
EXECUTIVE DIRECTOR

To renew this license or for additional information, contact the Rent Board at 415-252-4600 or visit [www.sfgov.org/rentboard](http://www.sfgov.org/rentboard)

## Occupied by Owner

\* Select type of occupancy for this unit ?

Occupied by owner

- If "Occupied by owner" is selected, you will be asked a series of questions shown below.

\* Contact Type

☐ Add New Contact Details

☐ Use The Existing Contact Details

- You will be asked to provide your contact information. You can provide the new contact details or choose from an existing contact.

\* First Name

\* Last Name

Email

Phone

- If "Add New Contact Details" is selected, you will be asked to type in the First and Last Name, Email and/or Phone.

- If "Use The Existing Contact Details" is selected, you will be asked to select from an existing contact. The property owner or manager can also provide an email and phone number.

- If you continue to scroll, you will have the option to add any comments.


- You will then need to check the box certifying the information under penalty of perjury.
- You will need to sign and enter the date .
- Lastly, click "Submit."



Export to Excel

Search...

Drag a column header and drop it here to group by that column

Unit Address	Unit Number	Occupancy Type ↑	Reporting Status	Status of Rent Increase License	License Document	Action
<a href="#">2115 HYDE ST SAN FRANCISCO CA 94000 US</a>	2	Occupied by owner	In Compliance	License not issued		

1 5 items per page 1-1 of 1 items

- Above is a Housing Inventory Submission for a unit that is "Occupied by owner."
- For "Occupied by owner" submissions, the system will not generate a Rent Increase License.

## Vacant

**\* Select type of occupancy for this unit** ?

Vacant ▼

- If "Vacant" is selected, you will be asked a series of questions shown below.

**Unit Information**

**\* Number of Bedrooms**      **\* Number of Bathrooms**

One-Bedroom ▼      One bathroom ▼

**\* Square Footage**


1751-2000 Sq.Ft ▼

- You should use the drop-down menus to select the number of bedrooms, bathrooms, and square footage for a particular unit. The square footage will appear in increments of 250 square feet.

**Unit Occupancy and Vacancy Information**

**\* Provide date that current vacancy began. If exact date is unknown, please provide the approximate month or year**

MM/DD/YYYY



- You should use the calendar icon circled above to provide the date that the current vacancy began.

**Business Contact Information (Person designated by owner to address repair issues)**

\* Provide Business Contact Information

Select ▼

☐ Owner

☐ Property Manager

☐ Agent

☐ Attorney

- You will be asked to enter the Business Contact Information for the property. By using the drop-down menu, the property owner or manager will have the options shown above.

\* **Contact Type**

☐ Add New Contact Details    ☐ Use The Existing Contact Details

- You will be asked to provide your contact information. You can provide the new contact details or choose from an existing contact.

\* First Name

\* Last Name

Email

Phone

- If "Add New Contact Details" is selected, you will be asked to type in the First and Last Name, Email and/or Phone.

- If "Use The Existing Contact Details" is selected, you will be asked to select the from an existing contact. The property owner or manager can also provide the email and phone number.

- If you continues to scroll, the you will have the option to add any comments.

- You will then need to check the box certifying the information under penalty of perjury.
- You will need to sign and enter the date .
- Lastly, click "Submit."

NEW- Housing Inventory Submissions 2023 (November 1, 2022 - February 29, 2024)

Report Unit Information

Export to Excel

Search...

Drag a column header and drop it here to group by that column

Unit Address	Unit Number	Occupancy Type ↑	Reporting Status	Status of Rent Increase License	License Document	Action
<a href="#">2115 HYDE ST SAN FRANCISCO CA 94000 US</a>	3	Vacant	In Compliance	License not issued		

1 5 items per page 1-1 of 1 items

- Above is a Housing Inventory Submission for a unit that is "Vacant."
- For "Vacant" submissions, the system will not generate a Rent Increase License.

## Report Unit Information Using Bulk Upload Template

NEW- Housing Inventory Submissions 2023 (November 1, 2022 - February 29, 2024)

Report Unit Information

Export to Excel Search...

Drag a column header and drop it here to group by that column

Unit Address	Unit Number	Occupancy Type ↑	Reporting Status	Status of Rent Increase License	License Document	Action

No Record Found

5 items per page No items to display

- You should scroll down to the header titled "Housing Inventory Submissions."
- Click on the blue "Report Unit Information" button.
- Please do not use the fields (e.g. under "Unit Address" or "Reporting Status") to make a submission. These are search fields only.

### Report Unit Information

Copy Submissions From Prior Years

+ Report Unit Information (Individual Unit)

+ Report Unit Information (Bulk Upload)

Download Spreadsheets From Prior Submissions

- You should click on the blue "+Report Unit Information (Bulk Upload)" button.
- Only properties with 5 units or more will have the Bulk Upload option.

Report Unit Information (Bulk Upload)

- [Download the Excel worksheet template by clicking here](#)
The template is only compatible with Microsoft Excel version 2013 or later, and should not be opened in Google Sheets or Numbers for Mac.
- Follow the instructions included in the "Instructions" worksheet tab to complete the template in full. You must complete a separate worksheet for each parcel.
- Upload the completed worksheet template by using the "Select file" button below.

Choose File\*

Select files...

You can only upload \*.xlsx files.

☐ \* I HAVE USED ALL REASONABLE DILIGENCE IN PREPARING THIS STATEMENT. I HAVE REVIEWED THE STATEMENT AND TO THE BEST OF MY KNOWLEDGE THE INFORMATION CONTAINED HEREIN IS TRUE AND COMPLETE. TO THE EXTENT I WAS UNABLE, DESPITE THE USE OF REASONABLE DILIGENCE, TO ASCERTAIN THE EXACT INFORMATION TO BE REPORTED, I HAVE PROVIDED THE MOST ACCURATE APPROXIMATION THAT I CAN BASED ON INFORMATION AND BELIEF WHERE POSSIBLE OR, WHERE SUCH APPROXIMATION IS NOT FEASIBLE, I HAVE STATED THAT THE INFORMATION IS UNKNOWN. I CERTIFY UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE FOREGOING IS TRUE AND CORRECT.

Signature

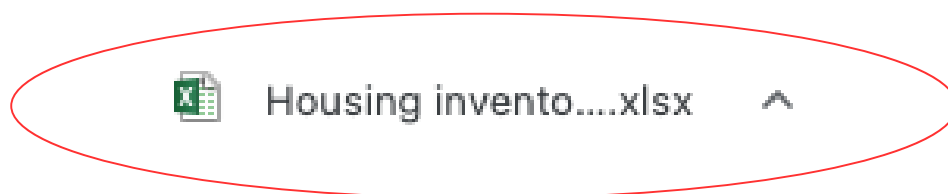
\* Type the name of the person signing this declaration. Do not provide the name of a business.

\* Date

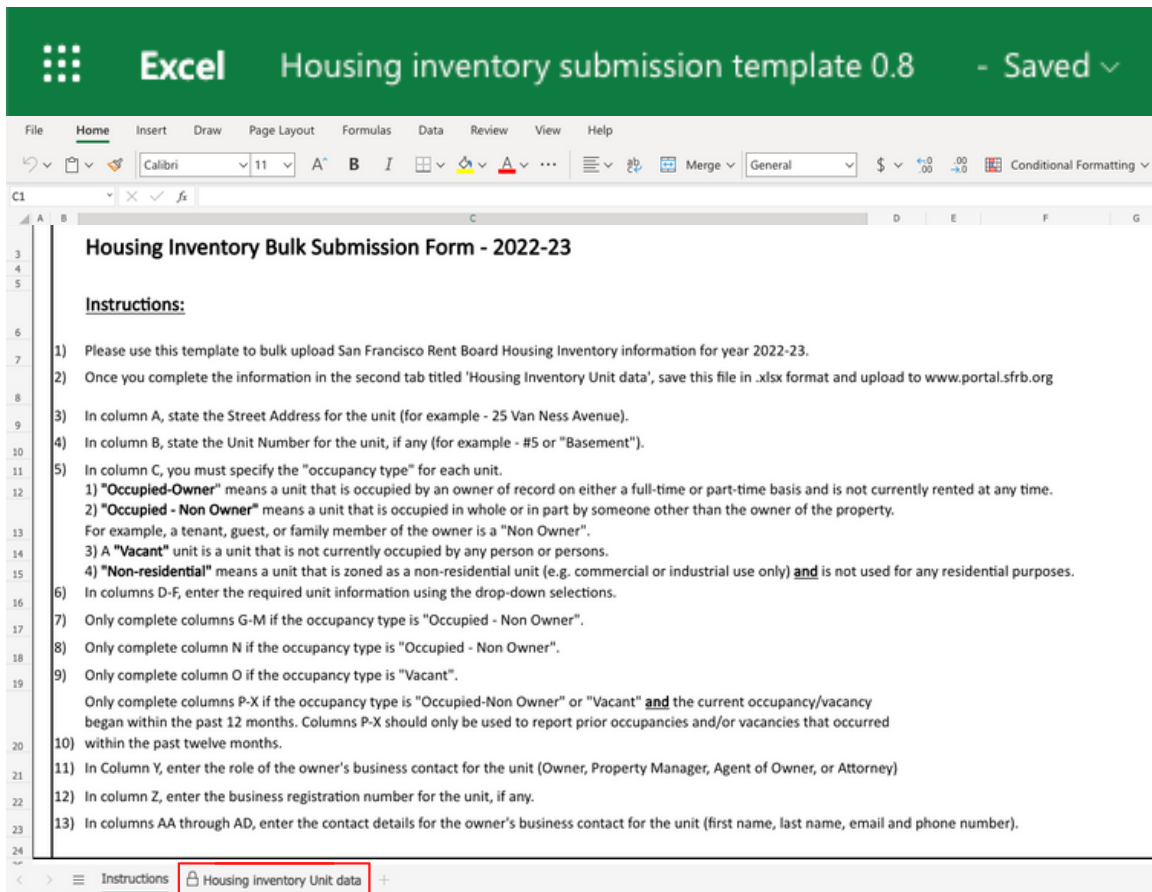
5/3/2023

Cancel
Submit

- You should click on the "Download the Excel worksheet template by clicking here" hyperlink.



- You should click on the downloaded file titled "Housing inventory submission template 0.8."



- The first tab will provide you with instructions. You should read and refer back to the instructions.
- You should not delete the Instructions Tab. Deleting the Instructions Tab can cause an upload error.
- You should click on "🔒 Housing Inventory Unit data tab" to enter your Housing Inventory Submission.



A	B	C	D	E	F
Site Address	Unit#	Occupancy Type	Number of Bedrooms	Number of Bath	Sq.Ft
2115 Hyde Street					
		Occupied - Owner	Studio	Shared bathroom	0-250 Sq.Ft
		Occupied - Non Owner	One-Bedroom	One bathroom	251-500 Sq.Ft
		Vacant	Two-Bedroom	One and a half bathrooms	501-750 Sq.Ft
		Non-residential	Three-Bedroom	Two bathrooms	751-1000 Sq.Ft
			Four-Bedroom	Two and a half bathrooms	1001-1250 Sq.Ft
			5+	Three bathrooms	1251-1500 Sq.Ft
					1501-1750 Sq.Ft
					1751-2000 Sq.Ft

- For Columns A to B, you will need to type in the Site Address and Unit # if any. Preferably, submit the Site Address in the format show above ("2115 Hyde Street").
- For Columns C to F, you will need to use the drop-down menus to make a selection. For cells with drop-down menus available, the system will not accept submissions with manually entered data.

## Occupied by Non-Owner

- If "Occupied- Non Owner" is selected for Column C, you will be asked to submit the number of bedrooms, bathrooms, and the square footage in 250 increments for Columns D to F as shown below.

A	B	C	D	E	F
Site Address	Unit#	Occupancy Type	Number of Bedrooms	Number of Bath	Sq.Ft
2115 Hyde St		Occupied - Non Owner		<div>▼</div>	<div>▼</div>
		Occupied - Owner	Studio	0-250 Sq.Ft	
		Occupied - Non Owner	One-Bedroom	251-500 Sq.Ft	
		Vacant	Two-Bedroom	501-750 Sq.Ft	
		Non-residential	Three-Bedroom	751-1000 Sq.Ft	
			Four-Bedroom	1001-1250 Sq.F	
			5+	1251-1500 Sq.F	
				1501-1750 Sq.F	
				1751-2000 Sq.F	

G	H	I	J	K	L
<b>Monthly Rent</b>	<b>Utilities Included - Water / Sewer</b>	<b>Utilities Included -Refuse / Recycling</b>	<b>Utilities Included -natural gas</b>	<b>Utilities Included -electricity</b>	<b>Utilities Included -Other</b>
Enter value here	Enter value here	Enter value here	Enter value here	Enter value here	Enter value here
\$0 (no rent paid)	Yes	Yes	Yes	Yes	Yes
\$1-\$250	No	No	No	No	No
\$251-\$500					
\$501-\$750					
\$751-\$1000					
\$1001-\$1250					
\$1251-\$1500					
\$1501-\$1750					

- For Columns G to L, you should enter the information using the available drop-down menus. The system will not accept submissions with manually entered data.
- In Column G, you will need to use the drop-down menu to enter the monthly rent in \$250 increments.
- You will then need to use the drop-down menu to indicate if certain utilities are included in the base rent. Specifically, you will be asked to indicate whether the following is included:
  - water and sewer
  - refuse and recycling
  - natural gas
  - electricity
  - any other utility is included

L	M	N	O
Utilities Included -Other	Provide details of other utility	Start date of current Occupancy	Start Date of vacancy
Enter value here	Enter value here	7/1/2022	Leave blank
Yes			
No			

- If there is another utility included that is not explicitly listed, you should select "Yes" in Column L and identify that utility in Column M. If there is no other utility included, you should select "No" in Column L and leave Column M alone.
- In Column N, you will need to enter the start date of current occupancy.
- You should not delete the formula in Column O "Start Date of Vacancy." If the formula is deleted, it can cause a system error during the upload.
- If the start date of the current occupancy is within the last 12 months, you will need to submit the start and end dates of any other vacancies and or occupancies that occurred within the last 12 months in Columns P to X.

P	Q	R	S	T	U	V	W	X
Past Occupancy 1 -From (mm/dd/yyyy)	Past Occupancy 1 - To (mm/dd/yyyy)	Past Occupancy 1 -Occupied or vacant	Past Occupancy 2 -From (mm/dd/yyyy)	Past Occupancy 2 - To (mm/dd/yyyy)	Past Occupancy 2 -Occupied or vacant	Past Occupancy 3 -From (mm/dd/yyyy)	Past Occupancy 3 - To (mm/dd/yyyy)	Past Occupancy 3 -Occupied or vacant
5/1/2022	6/30/2022	Vacant	4/1/2021	4/31/2022	Occupied	Enter value here, if applicable	Enter value here, if applicable	Enter value here, if applicable
		Occupied Vacant			Occupied Vacant			Occupied Vacant

- It is helpful to think of Columns P-Q-R, S-T-U, and V-W-X as their own separate groups.
- The first Column of every group (P, S, and V) requires the you to enter the start date of the occupancy or and vacancy.
- The second Column of every group (Q, T, and W) requires the you to enter the end date of the occupancy or and vacancy.
- The last Column of every group (R,U, and X) requires the you to use the drop down menu to identify whether the dates entered reflects a vacancy or occupancy.
- Columns P to X are *conditional fields*. You should leave these fields alone if there has not been any vacancies and/or occupancies within the last 12 months.
- You should not delete the formulas in these cells. If the formula is deleted, it can cause a system error during the upload.

Y	Z	AA	AB	AC	AD	AE
Business Contact	Registration Number(if any)	First Name	Last Name	Email	Phone	Comments
	▼					

Owner  
Property Manager  
Agent  
Attorney

- You will need to use the drop-down menu to identify the role of the Business Contact for Column Y.
- You will need to manually enter the Registration Number (if any), their first and last name, email, and phone number for Columns Z, AA, AB, AC and AD respectively.
- You will also have the option to enter any comments in Column AE.

## Occupied by Owner

- If "Occupied- Owner" is selected for Column C, you will be asked to submit the number of bedrooms, bathrooms, and the square footage in 250 increments for Columns D to F as shown below.

A	B	C	D	E	F
Site Address	Unit#	Occupancy Type	Number of Bedrooms	Number of Bath	Sq.Ft
2115 Hyde Street		Occupied - Owner			
		Studio	Shared bathroom	0-250 Sq.Ft	
		One-Bedroom	One bathroom	251-500 Sq.Ft	
		Two-Bedroom	One and a half ba	501-750 Sq.Ft	
		Three-Bedroom	Two bathrooms	751-1000 Sq.Ft	
		Four-Bedroom	Two and a half ba	1001-1250 Sq.F	
		5+	Three bathrooms	1251-1500 Sq.F	
				1501-1750 Sq.F	
				1751-2000 Sq.F	

G	H	I	J	K	L	M	N	O
Monthly Rent	Utilities Included - Water / Sewer	Utilities Included -Refuse / Recycling	Utilities Included -natural gas	Utilities Included -electricity	Utilities Included -Other	Provide details of other utility	Start date of current Occupancy	Start Date of vacancy
Leave blank	Leave blank	Leave blank	Leave blank	Leave blank	Leave blank	Leave blank	Leave blank	Leave blank

- You are not required to submit information for Columns G to O and will be instructed to leave these cells alone.
- You should not try to delete the formula in these cells. If the formula is deleted from these cells, it can cause a system error during the upload.

P	Q	R	S	T	U	V	W	X
Past Occupancy 1 -From (mm/dd/yyyy)	Past Occupancy 1 - To (mm/dd/yyyy)	Past Occupancy 1 -Occupied or vacant	Past Occupancy 2 -From (mm/dd/yyyy)	Past Occupancy 2 - To (mm/dd/yyyy)	Past Occupancy 2 -Occupied or vacant	Past Occupancy 3 -From (mm/dd/yyyy)	Past Occupancy 3 - To (mm/dd/yyyy)	Past Occupancy 3 -Occupied or vacant
Leave blank	Leave blank	Leave blank	Leave blank	Leave blank	Leave blank	Leave blank	Leave blank	Leave blank

- You are not required to submit information for Columns P to X and will be instructed to leave these cells alone.
- You should not delete the formula in these cells. If the formula is deleted from these cells, it can cause a system error during the upload.

Y	Z	AA	AB	AC	AD	AE
Business Contact	Registration Number(if any)	First Name	Last Name	Email	Phone	Comments
<div> <div></div> <div>Owner</div> <div>Property Manager</div> <div>Agent</div> <div>Attorney</div> </div>						

- You will need to use the drop-down menu to identify the role of the Business Contact for Column Y.
- You will need to manually enter the Registration Number (if any), their first and last name, email, and phone number for Columns Z, AA, AB, AC and AD respectively.
- You will also have the option to enter any comments in Column AE.



## Vacant

- If "Vacant" is selected for Column C, you will be asked to submit the number of bedrooms, bathrooms, and the square footage in 250 increments for Columns D to F as shown below.

A	B	C	D	E	F
Site Address	Unit#	Occupancy Type	Number of Bedrooms	Number of Bath	Sq.Ft
2115 Hyde Street		Vacant			
			Studio	Shared bathroom	0-250 Sq.Ft
			One-Bedroom	One bathroom	251-500 Sq.Ft
			Two-Bedroom	One and a half ba	501-750 Sq.Ft
			Three-Bedroom	Two bathrooms	751-1000 Sq.Ft
			Four-Bedroom	Two and a half ba	1001-1250 Sq.F
			5+	Three bathrooms	1251-1500 Sq.F
					1501-1750 Sq.F
					1751-2000 Sq.F

G	H	I	J	K	L	M	N	O
Monthly Rent	Utilities Included - Water / Sewer	Utilities Included -Refuse / Recycling	Utilities Included -natural gas	Utilities Included -electricity	Utilities Included -Other	Provide details of other utility	Start date of current Occupancy	Start Date of vacancy
Leave blank	Leave blank	Leave blank	Leave blank	Leave blank	Leave blank	Leave blank	Leave blank	Enter value here

- You are not required to submit information for Columns G to N and will be instructed to leave these cells alone.
- You should not delete the formula in these cells. If the formula is deleted from these cells, it can cause a system error during the upload.
- You should enter the start date of the vacancy in Column O.

P	Q	R	S	T	U	V	W	X
Past Occupancy 1 -From (mm/dd/yyyy)	Past Occupancy 1 - To (mm/dd/yyyy)	Past Occupancy 1 -Occupied or vacant	Past Occupancy 2 -From (mm/dd/yyyy)	Past Occupancy 2 - To (mm/dd/yyyy)	Past Occupancy 2 -Occupied or vacant	Past Occupancy 3 -From (mm/dd/yyyy)	Past Occupancy 3 - To (mm/dd/yyyy)	Past Occupancy 3 -Occupied or vacant
Enter value here, if applicable	Enter value here, if applicable	Enter value here, if applicable	Enter value here, if applicable	Enter value here, if applicable	Enter value here, if applicable	Enter value here, if applicable	Enter value here, if applicable	Enter value here, if applicable
		Occupied Vacant			Occupied Vacant			Occupied Vacant

- You should complete the following section if there has been another occupancy and/or vacancy within the last 12 months.
- It is helpful to think of Columns P-Q-R, S-T-U, and V-W-X as their own separate groups.
- You should make sure to use the drop down menu for Columns R, U and X.

Y	Z	AA	AB	AC	AD	AE
Business Contact	Registration Number(if any)	First Name	Last Name	Email	Phone	Comments
	▼					

Owner  
Property Manager  
Agent  
Attorney

- You will need to use the drop-down menu to identify the role of the Business Contact for Column Y.
- You will need to manually enter the Registration Number (if any), their first and last name, email, and phone number for Columns Z, AA, AB, AC and AD respectively.
- You will also have the option to enter any comments in Column AE.

## Report Unit Information (Bulk Upload)



1. Download the Excel worksheet template by [clicking here](#). The template is only compatible with Microsoft Excel version 2013 or later, and should not be opened in Google Sheets or Numbers for Mac.
2. Follow the instructions included in the "Instructions" worksheet tab to complete the template in full. You must complete a separate worksheet for each parcel.
3. Upload the completed worksheet template by using the "Select file" button below.

Choose File\*

Select files...

You can only upload \*.xlsx\* files.

- ☐\* I HAVE USED ALL REASONABLE DILIGENCE IN PREPARING THIS STATEMENT. I HAVE REVIEWED THE STATEMENT AND TO THE BEST OF MY KNOWLEDGE THE INFORMATION CONTAINED HEREIN IS TRUE AND COMPLETE. TO THE EXTENT I WAS UNABLE, DESPITE THE USE OF REASONABLE DILIGENCE, TO ASCERTAIN THE EXACT INFORMATION TO BE REPORTED, I HAVE PROVIDED THE MOST ACCURATE APPROXIMATION THAT I CAN BASED ON INFORMATION AND BELIEF WHERE POSSIBLE OR, WHERE SUCH APPROXIMATION IS NOT FEASIBLE, I HAVE STATED THAT THE INFORMATION IS UNKNOWN. I CERTIFY UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE FOREGOING IS TRUE AND CORRECT.

Signature

\* Type the name of the person signing this declaration. Do not provide the name of a business.

\* Date

5/3/2023



Cancel

Submit

- Once you have completed and saved the Housing Inventory Excel Worksheet, you can upload the document by clicking on "Select files..."
- You will then need to check the box certifying the information under penalty of perjury.
- You will need to sign and enter the date.
- Lastly, click "Submit."

NEW- Housing Inventory Submissions 2023 (November 1, 2022 - February 29, 2024)

Report Unit Information

Export to Excel Search...

Drag a column header and drop it here to group by that column

Unit Address	Unit Number	Occupancy Type ↑	Reporting Status	Status of Rent Increase License	License Document	Action
2115 HYDE ST SAN FRANCISCO CA 94009 US	1	Occupied by non-owner	In Compliance	Licensed Until 02/29/2024		
2115 HYDE ST SAN FRANCISCO CA 94009 US	2	Occupied by owner	In Compliance	License not issued		
2115 HYDE ST SAN FRANCISCO CA 94009 US	3	Vacant	In Compliance	License not issued		

1-3 of 3 items

- After you have successfully submitted the information, the system will generate an entry for each reported unit. A Rent Increase License will be generated for units that are reported as "Occupied by non-owner."
- If you would like to view or download the Rent Increase License, click on the icon for the corresponding unit.
- **The Business Contact Information will appear in the Rent Increase License.**

**RENT INCREASE LICENSE**  
City and County of San Francisco

**LICENSE NUMBER:**

**ISSUANCE DATE**  
02/28/2023

**EXPIRATION DATE**  
2-29-24  
[Renew by 3-1-24]

**UNIT ADDRESS**  
SAN FRANCISCO CA

**BLOCK/LOT OF BUILDING**

**BUSINESS CONTACT FOR OWNER**  
Name: Lary Landlord  
Phone No./ EMail: / LARYLANDLORD123@GMAIL.COM

The landlord has substantially complied with their obligation to report information about the rental unit as required under Rent Ordinance Section 37.15, and may increase the rent for the unit pursuant to Sections 37.3(a) (1)-(2). This license will expire on 2-29-24 unless renewed.

**CITY AND COUNTY OF SAN FRANCISCO**  
RESIDENTIAL RENT STABILIZATION AND  
ARBITRATION BOARD

CHRISTINA VARNER  
EXECUTIVE DIRECTOR

To renew this license or for additional information, contact the Rent Board at 415-252-4600 or visit [www.sfgov.org/rentboard](http://www.sfgov.org/rentboard)

## Download Spreadsheets from Prior Submissions

NEW- Housing Inventory Submissions 2023 (November 1, 2022 - February 29, 2024)

Report Unit Information

Export to Excel Search...

Drag a column header and drop it here to group by that column

Unit Address	Unit Number	Occupancy Type ↑	Reporting Status	Status of Rent Increase License	License Document	Action

No Record Found

5 items per page No items to display

- You should scroll down to the header titled "Housing Inventory Submissions."
- Click on the blue "Report Unit Information" button.

Report Unit Information

Copy Submissions From Prior Years

+ Report Unit Information (Individual Unit)

+ Report Unit Information (Bulk Upload)

Download Spreadsheets From Prior Submissions

- You should click on the blue "Download Spreadsheets From Prior Submission" button.

Download spreadsheets from prior submissions

Fee Year	Upload Date	File Name
2022	06/22/2022 03:48 AM	<a href="#">Housing inventory submission template 0.6.xlsx</a>

Back

- You should click on the Housing Inventory Submission Template hyperlink for the corresponding year you would like to download.
- Once you review and make edits, you can upload it using the "+Report Unit Information (Bulk Upload)" option for submission.

## 9. Submitting a Portal Exemptions

### *Property Owner's Perspective Only*

Fee Exemption Cases - 2024

[+ Add Unit Exemption](#)

Export to Excel									
Search...									
Unit Address	Unit Number	Exemption Requested? (Yes/No)	Type Of Exemption Requested	Submitted On	Submitted By	Status	Updated Date	Attachments	Actions
No Record Found									
5 items per page									
No Items to display									

- To submit an exemption for the current cycle please scroll down and look for "Fee Exemption Cases" with the corresponding year.
- Then, click on the blue button on the far right titled "+ Add Unit Exemption."
- Please do not use the fields to submit an exemption. These fields are only to search for existing submissions for that cycle.

#### Add Unit Exemption

\* Enter Property Address

2115 HYDE ST

Unit Number (If any)

1

\* Number of Units with a Granted Rent Board Fee Exemption from prior years.  
(Refer to Exempt Units on 2024 Informational Notice)

0

- Enter the Property Address and Unit Number, if any
- Then, enter the number of units with a granted Rent Board Fee Exemption. You can see how many exempt units you have by referring to the most recent Informational Notice.

\* Select one exemption type

- ☐ My single family home, condominium, co-op, or apartment unit is occupied by an owner of record and not rented at any time. (no proof required). Vacant units or units solely occupied by children or close relatives not on title as owner do NOT qualify for exemption. 您的單一家庭住宅、共管式公寓、合作社房屋或公寓單位由登記在冊的業主住用，並且從未出租。(無需證明) o 空置單位或僅由無業主名義的子女或親屬佔用的單位，並不符合豁免條件。 Mi vivienda unifamiliar, condominio, unidad de cooperativa o apartamento está habitado/a por un propietario registrado en el título de la propiedad y no se ha alquilado en ningún momento (no se requiere prueba) o Las unidades desocupadas o aquellas exclusivamente ocupadas por hijos o parientes cercanos que no figuren en el título de propiedad como propietario NO califican para una exención.
- ☐ The rent for the unit is controlled or regulated by a government unit, agency, or authority (other than the San Francisco Rent Board), for example, Section 8. You must submit documentation from that governmental agency showing regulation of rents. 單位的租金由政府部門、機構或主管機關 (三藩市租務委員會除外) 控制或監管，例如：第 8 節。您必須提交由該政府機構發出的文件，證明租金受監管。 La renta correspondiente a la unidad está controlada o regulada por una unidad, agencia o autoridad del gobierno (distinta de la Junta del Control de Rentas); por ejemplo, la Sección 8. Debe presentarse documentación de esa agencia del gobierno que demuestre la regulación de las rentas.
- ☐ The hotel guest room is not rented for residential use and is designed for tourist use under the Residential Hotel Ordinance. You must submit the most current Certificate of Use for the Department of Building Inspection's Housing Inspection Division. 出租的酒店房間並非住宅用途，而是根據《住宅酒店條例》供遊客使用。您必須向建築檢查部的房屋檢查組提交最新的《使用證明書 (Certificate of Use)》。 La habitación de huéspedes de hotel no se alquila para uso residencial y está destinada a uso de turistas de acuerdo con la Ordenanza de Hoteles Residenciales. Debe presentarse el Certificado de uso más actualizado para la División de Inspección de Viviendas del Departamento de Inspección de Edificios.
- ☐ The unit is a housing accommodation in a hospital, 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. You must submit a Department of Social Services Certificate. 單位是醫院、修道院、擴展護理機構、國家許可老人院內的住房，或由高等教育機構、高中或小學擁有和經營的宿舍。您必須提交《社會服務局證明書》。 La unidad es un alojamiento en un hospital, monasterio, centro de cuidados extendidos, hogar para ancianos con licencia estatal o un dormitorio que pertenece y es operado por una institución de educación superior, una escuela secundaria o una escuela primaria. Debe presentarse un certificado del Departamento de Servicios Sociales.
- ☐ The unit is a non-profit cooperative owned, occupied, and controlled by a majority of the residents. You must submit a copy of the non-profit document 501(c) on file with the Secretary of State. 單位屬非牟利合作性質，由大多數居民擁有、佔用和控制。您必須向州務卿辦公室提交存檔的非牟利文件 501(c) 副本。 La unidad es una cooperativa sin fines de lucro que pertenece, es ocupada y controlada por una mayoría de los residentes. Debe presentarse una copia del documento 501(c) (entidades sin fines de lucro) presentado ante la Secretaría de Estado.

- Select the kind of exemption you are applying for by checking the corresponding circle.

\* For how many additional units are you requesting an exemption?

- You will then be asked how many additional exemptions you are requesting. If you occupying more than one unit in the property, makes sure you account for that here.



Comment (Optional)

0 of 100 characters used

- If you continue to scroll, you will have the option to add any comments.

\* Documents

Select files...

- Please note the field above will not appear and is not required for property owners who request an exemption for an owner-occupied unit.
- All types of exemption, except for owner-occupied units, require additional documentation. Click on "Select files...." to upload the required documentation.
- You will then be asked the requestor's contact information by selecting the one from the three options shown below.

Requestor Contact

☒ Use contact information from my profile ☐ Provide contact details

First Name :  
Last Name :  
Email :  
Phone Number :

- If you select "Use contact information from my profile," the contact associated with your profile will appear.

Requestor Contact

☐ Use contact information from my profile ☒ Provide contact details

\* First Name

\* Last Name

Email

\* Phone Number

- If you select "Provide contact details," you will be prompt to enter your First, Last Name, Email (optional), and Phone Number.

☒ 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. THIS EXEMPTION REQUEST WILL NOT BE PROCESSED WITHOUT SIGNATURE.

Signature

\* Type Name

\* Date



Cancel

Submit

- You will then need to check the box certifying the information under penalty of perjury. You will need to sign and enter the date.
- Then, click on "Submit."

## Success

Exemption Request Submitted Successfully.

Ok

- You will then see a pop-up titled "Success."
- Click on "Ok."

### Fee Exemption Cases - 2024

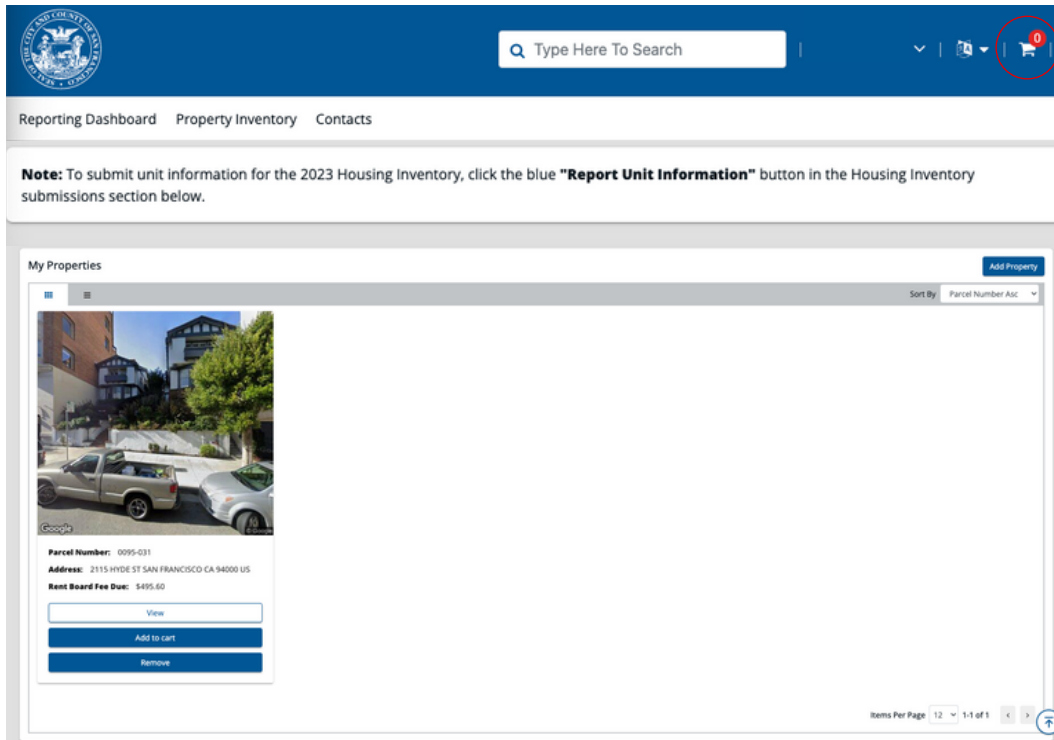
+ Add Unit Exemption

Export to Excel									
Search...									
Unit Address	Unit Number	Exemption Requested? (Yes/No)	Type Of Exemption Requested	Submitted On	Submitted By	Status	Updated Date	Attachments	Actions
<a href="#">2115 HYDE ST</a>	1	Yes	My single family home, condominium, co-op, or apartment unit is occupied by an owner of record and not rented at any time. (no proof required). Vacant units or units solely occupied by children or close relatives not on title as owner do NOT qualify for exemption.			Request Submitted			

- You will see your exemption request listed under the "Fee Exemption Cases" as circled above.
- Once the exemption request is reviewed and processed, you will see updates in "Status" column.

# 10. Rent Board Fee Payment

## *Property Owner's Perspective Only*



- If you would like to pay any outstanding Rent Board Fees, you should click on "Add to cart."
- You can also click on the shopping cart located at the top right hand side.

1 My Cart 2 Review Order 3 Payment

**My Cart (1)**

ASSET NUMBER	DESCRIPTION	AMOUNT DUE	ACTION
0097-024	Rent Board Fee (2023) (Parcel # 0097-024) - Late Fees 5% : 5% - Rental (Dwelling) Units : 7	\$ 433.65 \$ 20.65 \$ 413.00	Save for Later

**Save for Later**

Are you sure?

Yes No

**ORDER TOTAL**

Total Amount  
**\$433.65**

CHECKOUT

**Saved for Later (0)**

ASSET NUMBER	DESCRIPTION	AMOUNT DUE	ACTION
--------------	-------------	------------	--------

- You will have the ability to remove certain parcel(s) from their cart to save for later as shown above.
- You can remove parcel(s) from the "Save for Later" bin and add them to back to your cart as shown below.

**Saved for Later (1)**

ASSET NUMBER	DESCRIPTION	AMOUNT DUE	ACTION
0097-024	Rent Board Fee (2023) (Parcel # 0097-024) - Late Fees 5% : 5% - Rental (Dwelling) Units : 7	\$ 433.65 \$ 20.65 \$ 413.00	Add to Cart

1 My Cart 2 Review Order 3 Payment

**My Cart (1)**

ASSET NUMBER	DESCRIPTION	AMOUNT DUE	ACTION
0097-024	Rent Board Fee (2023) (Parcel # 0097-024) - Late Fees 5% : 5% - Rental (Dwelling) Units : 7	\$ 433.65 \$ 20.65 \$ 413.00	Save for Later

**ORDER TOTAL**

Total Amount  
**\$433.65**

CHECKOUT

**Saved for Later (0)**

ASSET NUMBER	DESCRIPTION	AMOUNT DUE	ACTION
--------------	-------------	------------	--------

- Once you have added the parcel(s) they would like to pay, you should click "CHECKOUT" shown above.

My Cart **Review Order** Payment

Review Order (1) [Back to Cart](#)

DESCRIPTION	AMOUNT DUE	ACTION
Rent Board Fee (2023) (Parcel # 0097-024)	\$ 433.65	<a href="#">Remove from Order</a>
- Late Fees 5% : 5%	\$ 20.65	
- Rental (Dwelling) Units : 7	\$ 413.00	

**ORDER TOTAL**  
 Total Amount  
**\$433.65**  
[PROCEED TO PAY](#)

**Note:** For Credit Card payment, the payment gateway will charge a fee of 2.5% (minimum \$ 2.00) on the total transaction value.  
There are no additional charges for Bank payment method

- From here, you can still remove a parcel from the order by clicking "Remove from Order."
- If you are ready to make a payment, you should click "PROCEED TO PAY" shown above.

Payment Method Billing Confirmation

**Payment Method**

☐ Checking account
 ☐ Credit or debit card

[Cancel](#)
[Next](#)

**Payment Details**

Rent Board Fee (2023) (Parcel # 0097-024)	\$20.65
Late Fees 5% : 5%	
Rent Board Fee (2023) (Parcel # 0097-024)	\$413.00
Rental (Dwelling) Units : 7	
<b>Subtotal:</b>	<b>\$433.65</b>
<b>Total:</b>	<b>\$433.65</b>

- You will be asked to select their preferred payment. You will have option to enter their checking account, credit or debit card information.

☒ Checking account

Name on checking account

Routing number

What is this?

Confirm routing number





Account number

What is this?

Confirm account number


View [Terms and Conditions](#)

☐ Credit or debit card



- If checking account is selected as the payment option, you will need to accurately enter the following information:
  - Name on checking account
  - Routing number
  - Confirm routing number
  - Account number
  - Confirm account number
- Once all the information is entered, click “Next”.

☒ Credit or debit card




Name on card


Credit card number

Expiration date (MM/YY)

CVV



View [Terms and Conditions](#)



**Card Processing Fee**  
There is a processing fee of 2.50% with a minimum of \$2.00 on all card payments.

- If credit/debit card is selected as the payment option, you will need to enter the following information:
  - Name on Card
  - Credit card number
  - Expiration date
  - CVV code
- NOTE: All credit/debit card payments have a processing fee of 2.5% or \$2, whichever is greater.
- Once all the information is entered, click “Next”.



Customer Information

Billing Information

Country

United States of America

Address

Apt, Suite, Unit, Floor, etc. (Optional)

City

State

Please select state

Payment Details

Rent Board Fee (2023) (Parcel # 0097-024)	\$20.65
Late Fees 5% : 5%	
Rent Board Fee (2023) (Parcel # 0097-024)	\$413.00
Rental (Dwelling) Units : 7	
Subtotal:	\$433.65
Total:	\$433.65

- You will be asked to enter the Customer Billing Information. The Customer Billing Information includes:
  - Country
  - Address
  - Apt, Suite, Unit, Floor, etc. (optional)
  - City
  - State
  - Zip code
- You will be asked to enter your phone number and/or email address.

Contact Phone Number

Phone number

Contact Email Address

Email address

Back

Next

Payment Method	Billing	Confirmation																
<h3>Review &amp; Confirm</h3> <p>Payment method</p> <div>Card ending in 1111 <a href="#">Edit</a></div> <p>Payment date</p> <div>12/15/2021</div> <p>Billing address</p> <div>1100 S E St San Bernardino, CA 92408 <a href="#">Edit</a></div> <p>Contact phone number</p> <div>(909) 884-8255 <a href="#">Edit</a></div> <p>Contact email</p> <div>123@yopmail.com <a href="#">Edit</a></div>		<h3>Payment Details</h3> <table><tbody><tr><td>Rent Board Fee (2023) (Parcel # 0097-024)</td><td>\$20.65</td></tr><tr><td>Late Fees 5% : 5%</td><td></td></tr><tr><td>Rent Board Fee (2023) (Parcel # 0097-024)</td><td>\$413.00</td></tr><tr><td>Rental (Dwelling) Units : 7</td><td></td></tr><tr><td colspan="2"><hr/></td></tr><tr><td>Subtotal:</td><td>\$433.65</td></tr><tr><td colspan="2"><hr/></td></tr><tr><td>Total:</td><td>\$433.65</td></tr></tbody></table>	Rent Board Fee (2023) (Parcel # 0097-024)	\$20.65	Late Fees 5% : 5%		Rent Board Fee (2023) (Parcel # 0097-024)	\$413.00	Rental (Dwelling) Units : 7		<hr/>		Subtotal:	\$433.65	<hr/>		Total:	\$433.65
Rent Board Fee (2023) (Parcel # 0097-024)	\$20.65																	
Late Fees 5% : 5%																		
Rent Board Fee (2023) (Parcel # 0097-024)	\$413.00																	
Rental (Dwelling) Units : 7																		
<hr/>																		
Subtotal:	\$433.65																	
<hr/>																		
Total:	\$433.65																	

- You will see a confirmation page where you can review your information.
- If you need to edit any of this information, you can click on "Edit" and update the information.

Contact email

123@yopmail.com [Edit](#)


☐ Terms and Conditions

By checking the box above, I also agree to the City terms and conditions.

[Learn More](#)

☐ I am human

hCaptcha is for testing only. Please contact the site admin if you see this.

 hCaptcha  
Privacy · Terms

[Back](#) [Pay](#)

- If you scroll to the bottom of the page, you will need to check the box agreeing to terms and conditions and verify that you are human by checking the captcha box.
- Once you have checked the boxes, click “Pay.”
- Your payment has been made and you will see a confirmation screen as shown below.



## Thank you for your payment!

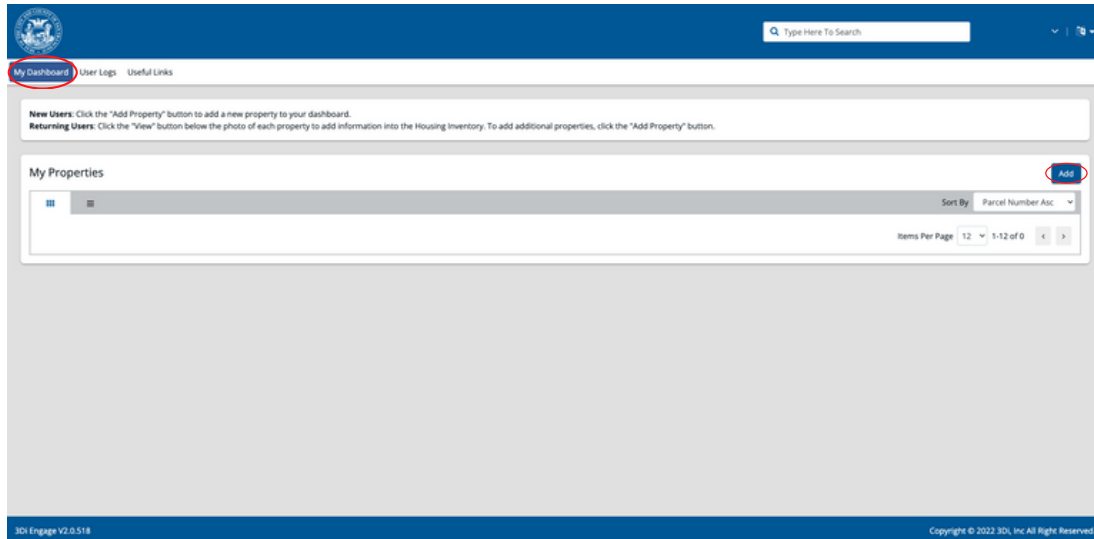
Your transaction number is

We've sent a confirmation email to you do not receive a receipt, check your spam folder.

Please contact customer service at 311 or (415) 701-2311 from outside of San Francisco if you have questions about your payment.

# 11. Adding a Property

## *Tenant's Perspective*



- Once you have create an account and log back in, a blue "Add" button will appear on the far right under the “Dashboard” tab.
- You can then add a property to your account. Tenants can only add up to 5 properties.

**Property**

I am Property ...\*

Tenant ▼

Parcel Number\*

Enter Parcel number

**Add** **Cancel**

**To find the parcel number of your rental unit:**

1. Go to <https://sfplanninggis.org/pim/> and enter your address.  
Under the property information, find the parcel number (Block/Lot).

**OR**


2. Call 311 (415-701-2311 from outside SF) and ask for assistance.

Note : No more than five properties may be added to the dashboard.

- You will be asked to identify their role with the property. Please select “Tenant” using the drop-down menu.
- Then, enter the parcel number.
- If you are unsure about the parcel number of a particular property, you can search for the parcel number using the Property Information Map at: <https://sfplanninggis.org/pim>.
- Alternatively, you can call 311 or 415-701-2311 (if outside the 415 area code) for further assistance.
- Lastly, click "Add"

**My Properties** **Add Property**

Sort By Parcel Number Asc ▼



**Parcel Number:** 0095-031

**Address:** 2115 HYDE ST  
SAN FRANCISCO CA 94000  
US

**View** **Remove**

- Click on "View."

# 12. Tenant Report of Housing Use

**THE INFORMATION ENTERED IN THE TENANT REPORT OF HOUSING USE IS PUBLIC.**

Tenant Report of Housing Use

[+ Report Unit Information](#)

Export to Excel

Search...

Drag a column header and drop it here to group by that column

Unit Address	Unit Number	Occupancy Type ↑	Date of Submission	Tenant Move in Date	Action

No Record Found

5 items per page

No items to display

- Scroll down to the header titled "Tenant Report of Housing Use."
- Click on the blue "+ Report Unit Information" button.
- All of the information asked in the Tenant Report of Housing Use is optional. Tenants can skip many of the questions.

Report Unit Information

**Instructions for Tenant:** If you don't see your site address listed, please contact us at 415-252-4600.

\* Select Site Address

2115 HYDE ST SAN FRANCISCO CA 94000 US-Parcels

Enter Unit Number (if any)

1

Select type of occupancy for this unit ⓘ

Occupied by non-owner

- You should use the drop-down menu under "Select Site Address" to select the address on which. you would like to report information.
- Enter the Unit Number, if any.
- Occupied by non-owner is the only option available.
- If the Site Address is missing, you can contact 311 and a Rent Board Staff will add the missing address. You can also email a Rent Board Staff at [rentboard.inventory@sfgov.org](mailto:rentboard.inventory@sfgov.org).

### Unit Information

Number of Bedrooms

One-Bedroom

Number of Bathrooms

One bathroom

Square Footage

1001-1250 Sq.Ft

- You should use the drop-down menus to select the number of bedrooms, bathrooms, and square footage for a particular unit. The square footage will appear in increments of 250 square feet.

### Rental Information

Provide monthly base rent amount ?

\$2001-\$2250

Does the base rent include payment of one or more of the following utilities by the landlord? Water/sewer, refuse/recycling, natural gas, electricity, etc.

☐ water / sewer ☐ refuse / recycling ☐ natural gas ☐ electricity ☒ other

Provide details of other utilities included

- You should use the drop-down menu to select the monthly base rent amount. The rent amount will appear in increments of \$250.
- If there are any utilities included in the base rent, select the appropriate check box.
- If "other" is checked, you will have the option to enter the utility that is not listed.

### Move In Date

Day	Month	Year
01	January	2021

- You should use the drop-down menu to select the date, month, and year the current occupant moved in.
- If the date, month and or year is unknown, you will have the option to select "unknown."

### Contact Information

\* First Name

Tommy

\* Last Name

Tenant

Email

tommytenant@gmail.com

Phone

- You will be asked to provide contact information.
- You will be required to enter their First and Last Name.
- Email and/or Phone are optional.



☐ \* I DECLARE UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THIS INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

Signature

\* Type the name of the person signing this declaration. Do not provide the name of a business.

Tommy Tenant

Date

05/08/2023

Cancel

Submit

- You will then need to check the box certifying the information under penalty of perjury. You will need to sign and date .
- Lastly, click "Submit."

### Tenant Report of Housing Use

+ Report Unit Information

Export to Excel

Search...

Drag a column header and drop it here to group by that column

Unit Address	Unit Number	Occupancy Type ↑	Date of Submission	Tenant Move in Date	Action
2115 HYDE ST SAN FRANCISCO CA 94000 US	1	Occupied by non-owner	05/09/2023	01/01/2021	

1 5 items per page 1-1 of 1 items

- The system will automatically generate a Tenant Report of Housing Use submission.
- The Tenant Report of Housing Use submission is not grouped with the property owner's Housing Inventory Submission. There is a separate table for each kind of submission.