

## Attachment 3: Rental Registration & Rent Stabilization Implementation Timeline

### Program Implementation Chronological Timeline

- **September 10, 2024**
  - o Adoption of Rent Stabilization, Just Cause Eviction and Tenant Protection, and Tenant Anti- Harassment Protection ordinances
- **November 19, 2024**
  - o Approval of [Resolution No. 23163](#) for professional services with Tolemi, to provide the implementation of the Rental Registration and Rent Stabilization Program. ([Resolution No. 23163](#))
  - o Approval of the Rent Stabilization Fees of \$170.00 per Rent Stabilized units. ([Resolution No. 23169](#))
  - o Approval of Rental Registration Fees of \$45.00 ([Resolution No. 23170](#))
  - o Approval of FY 24-25 Budget, fund transfer from General Fund of \$205,203 and two limited term Administrative Positions ([Resolution No. 23171](#))
- **December 9, 2024 – December 31, 2024**
  - Updated the Rental Registration page to include new information and regulations
    - Edited the *About* section to include new rental related regulations
    - Added Registration and Rent Stabilization fees to top of page
    - Added definition of *rent-stabilized unit*
  - Added an accordion style directory to find all information about the program including:
    - The Rental Registration Ordinance and the Resolution
    - The Rent Stabilization Ordinance and the Resolution
    - The Just Cause Eviction and Tenant Protections Ordinance
    - The Tenant Anti-Harassment Ordinance
    - Annual Allowable Rent Increase Tool
      - o Created an interactive html tool for the public to use
      - o Created a step-by-step guide on how to use the excel worksheet for allowable rent increases
    - Forms and Notices
    - Definitions & Frequently Asked Questions
    - Tenant Resources
    - Landlord Resources
  - Updated our office hours and contact information to reflect the divisions information
  - Added a link to registration platform, Tolemi
  - Added a link to schedule in-person appointments
  - Added text at the bottom of page on how to contact us or Tolemi
  - Reorganized Housing & Community Development webpage
    - Created link to new Rental Registration & Rent Stabilization webpage

- Mapped the webpage to ensure that it only takes 4 or less clicks to get to registration webpage
  - Edited Mobile Home – Max Rent Increase page to remove any Rental Registration and Rent Stabilization information and added newest Mobile Home Max Rent Increase PDF
- **November 20, 2024 – January 1, 2025**
  - City Staff worked with Tolemi to test and create a platform ready for the launch date of January 1, 2025.
  - Staff worked with the City Attorney to create required notices.
  - Sent emails on December 31, 2024, to all property owners and property managers that had registered in FY 23/24 under the Residential Rental Registration Program that the new software was live.
- **January 2, 2025**
  - City staff posted Program launch on social media.
- **February 3 – February 12, 2025**
  - City staff worked with Tolemi to create a list of suspected rental units.
  - Staff reviewed and edited the list of suspected rental properties/units provided by Tolemi of all suspected rentals that had not been registered by the January 31 deadline.
- **February 14, 2025**
  - Staff prepared and mailed 5,374 Notices of Delinquency to suspected rental properties.
- **February 20, 2025 & February 27, 2025**
  - Staff held open office hours from 4:30 PM – 7:00 PM to assist landlords with any questions and/or online registrations.
- **March 21, 2025**
  - Staff posted a reminder about the deadline for registrations.